



APPLICATION FORM

PLEASE TYPE OR WRITE IN BLACK PEN FOR PHOTOCOPYING PURPOSES

Position applied for: _____

Title: (by which you wish to be addressed) _____

Surname: _____

First Names: _____

Contact Tel no: _____

E-mail Address: _____

Date of Birth: _____

Address: _____

EDUCATION

Type of establishment attended since and including Leaving Cert	Dates attended To - From	Qualifications/Accreditation

TRAINING

Please give details of any external or internal courses or training that you have taken (including dates and length or course, etc.)

Type of training	Dates attended To - From	Qualifications/Accreditation (if any)

EMPLOYMENT/WORK EXPERIENCE

Please start with your present/last employer and work backwards.

Dates From/To	Employer (Name and Address)	Job Title and main duties	Salary	Reason for Leaving

VOLUNTARY WORK EXPERIENCE

Please give details of any unpaid/voluntary work experience

Dates From/To	Organisation (Name and Address)	Job Title and main duties

Personal Statement and aspirations for the role:

Outline your organisational and administrative skills and experience, using practical examples where relevant:

Outline your planning and transport experience relevant to this role, using practical examples where relevant:

Outline your analytical and report writing skills, using practical examples where relevant:

DRIVING ABILITY

Do you hold a full current Driving Licence? Yes/No

REFERENCES

Please give details below of 2 people whom we may contact for references. At least one of the referees should have knowledge of you in a working environment, either paid or unpaid and one should be your current/last employer.

Previous surname (if necessary) for reference purposes: _____

Reference 1		Reference 2	
Name		Name	
Company		Company	
Address		Address	
Tel. No.		Tel. No.	
Email		Email	

DECLARATION

I certify that all the information I have given is correct and understand that any false information given may result in any job offer being withdrawn.

Signature of Applicant _____

Date _____

An Taisce is an Equal Opportunities employer.

Please return this application form and any attachments by 4pm on **Friday 9th August 2019** to: **Jane Hackett, National Manager, Green-Schools Travel, An Taisce Education Unit, 5A Swifts Alley, Francis Street, Dublin 8** or **jhackett@eeu.antaisce.org**.

All applications will be acknowledged by email within 3 working days of receipt. If you do not receive such an acknowledgement, please contact us as soon as possible.