

Application form

All sections must be completed

Position applied for

Position
Where did you see the position advertised?

Personal details

Surname	Address
Forename	
Previous name*	
Home telephone number	Postcode
Mobile telephone number	PPS number
Email Address	Teaching Qualification:

*You may be required to provide documentary evidence to support name changes as part of our pre-employment checks.

**For teaching positions only.

Current employment

Employer's name	Address
Position held	
Start date (dd/mm/yy)	
Notice period	Postcode
Current salary	Telephone number
Brief description of current duties and responsibilities:	

Previous employment Please list all employments held in reverse chronological order. Continue on a separate page if needed.

Employer	Position held	Dates (dd/mm/yy)		Reason for leaving
		From	To	

Please explain any gaps in your employment record. Periods when you were not working (e.g. periods of unemployment, study, extended travel etc) should be included in the section below. Continue on a separate page if needed.

Dates (dd/mm/yy)		Details
From	To	

Entitlement to employment

Your passport or other proof of your entitlement to work in Ireland will be required at interview. Only original documents will be accepted.

Are you an Irish citizen or EU national? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)	
I am subject to Work Permit provisions <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	

Supporting information

Please provide any additional information which you consider relevant to your application. It would be particularly helpful if you could indicate why you have applied for this position and those aspects of your education, training, experience, personal skills and attitudes which equip you for this post. You may use additional sheets if required.

References

Please provide details of two people whom we may approach for a reference. One of these must be your current, or most recent, employer. If you are in, or have just completed full-time education then one reference may be from your last academic institution. If you are applying for a role working with children or young people, please supply details of a referee who can comment on this aspect of your experience. Neither of your referees should be a relative or someone known to you solely as a friend.

Study Group reserves the right to:

1. Take up references on all shortlisted candidates prior to interview, unless otherwise indicated below.
2. Contact any previous employer for a reference.
3. Seek additional references if we receive only a factual references (ie: one which contains only limited information about) from a previous employer.
4. Take up references from overseas employers if you have previously worked abroad.
5. Telephone your referees in order to verify the reference they have provided.

Referee 1	Referee 2
Name	Name
Organisation	Organisation
Job title	Job title
Address	Address
Postcode	Postcode
Telephone number	Telephone number
Email	Email
Relationship to you	Relationship to you
May we contact referee 1?	May we contact referee 2?

Additional details

Have you been subject to any disciplinary procedures in the last 2 years? If yes, please give details below, including dates.

Please provide any details of family members currently working in the business or close relationships with existing employees or employers within the business. For the purpose of this application the business refers to the following Study Group divisions – Bellerbys College, ISC and Embassy.

How we use your information

Study Group processes your information in line with data protection regulations. Please click here to view our Candidate Privacy Notice.
https://corporate.studygroup.com/-/media/Corporate-Site/Files/Privacy-policy-2018/Candidates_Privacy_Notice.pdf

Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the Company processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the Company making direct contact with the people specified as my referees to verify the reference.

Signed

Date (dd/mm/yy)

Where this form is submitted electronically and without signature, electronic receipt of this form by Study Group will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.