



Heywood Community School

Ballinakill, Co. Laois.

Tel: [057-8733333](tel:057-8733333)

E-mail: admin@heywood.ie Web: www.heywood.ie

APPLICATION FOR Secretary Position

A. APPLICANT DETAILS

Title:	Surname:	First Name:
Contact Details:		
Home Address:		Correspondence Address (if different):
Home Tel:	Mobile:	
PPS Number:		

Email Address:	
Are there any restrictions regarding your employment? (If you answer yes, please provide details on a page titled "Other Information")	
Do you require a work permit?	
Present Position/Job Title:	
Employer/Address:	
How much notice do you need to give your current employer?	

B. EDUCATIONAL DETAILS

QUALIFICATIONS

Second Level Education

Leaving Certificate/Equivalent Year:	School Attended:	
Subject	Grade	Hons/Ord

List qualifications starting with highest award achievement:

Name of course	Awarding body	Details of course	Date Awarded.

C. EMPLOYMENT RECORD

Please begin with your present, or more recent employment:

Dates (From/To)	Name & Address of Employer	Position Held- RPT/Maternity/Fixed Term	Subjects

D. SUPPORTING STATEMENT

This section is for you to provide a summary of your suitability for the post in terms of your skills.

Addition to the life of Heywood Community School

(Please add any information here regarding how you can contribute to the life of Heywood Community School. This may include interests outside of school life and other organisations involved in)

E. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work from whom a professional reference can be sought. One should be your current or most recent employer.

Please note: your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview.

Name:	Full Address:
Position/Job Title:	
Tel/Mobile:	Email:

Name:	Full Address:
Position/Job Title:	
Tel/Mobile:	Email:

I declare that the information supplied in this application is accurate and true.

Signed: _____

Date: _____

Completed applications forms should be **emailed to: BOM@heywood.ie**

Applications will only be accepted by email.