

Application form for the position of:

**Clerical Officer Grade III
3 Days a Week.**

Name of applicant: _____

Completed application forms should be submitted in electronic format by 12:00pm on Tuesday 2nd December 2025 to recruitment@westcorkeducationcentre.ie

- Deletion/amendment of any part of this form (other than to add rows) will invalidate this application.
- Receipt of completed application forms will be acknowledged.
- Late or incomplete applications will not be considered.
- Hardcopies of application forms will not be considered.
- Only information submitted on the application form will be considered.
- CVs will not be accepted.
- Incorrect information supplied in this Application Form will lead to disqualification.
- Canvassing, either directly or indirectly, will disqualify.
- If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application, please inform West Cork Education Support Centre in advance.
- West Cork Education Support Centre is an equal opportunities employer.

Office Use Only	Date Received	
	Application Number	

1. Personal Details

Name		
Address		
Telephone Numbers	Home	Mobile
E-Mail		

2. Educational Qualifications – include second level/FET/third level (if applicable)

Year(s)	Qualification	School/College	Subjects	Level/Grade

3. Employment Experience – most recent first

Year(s)	Duration	Employer	Main Duties and Responsibilities

4. Professional Training and Courses completed

Course Title	Course Content	Institution/Agency	Date From/To

5. Please give details of your administration & Computer Skills, knowledge of social media as well as any previous experience in dealing with accounting procedures.

6. Please give details of your organisational and interpersonal skills

7. Personal statement - Please state why you consider yourself suitable for this position.

8. Please provide any other details that are relevant to this application.

9. Details of two people from whom references may be obtained.

1.	
Referee's Name	
Position	
Address	
Telephone Number(s)	
E-mail Address	
2.	
Referee's Name	
Position	
Address	
Telephone Number(s)	
E-mail Address	

West Cork Education Support Centre reserves the right to seek additional referees if deemed appropriate e.g. current or former employers

I hereby certify that all information provided on this application form is true and correct: Signature of Applicant: Date:
--

Foirm iarratais don phost seo a leanas:

Oifigeach Cléireachais Grád III 3 Lá sa tSeachtain.

Ainm an iarratasóra: _____

**Ba chóir foirmeacha iarratais comhlánaithe a chur isteach i bhformáid leictreonach faoi 12:00pm
Dé Máirt 2 Nollaig, 2025 go recruitment@westcorkeducationcentre.ie**

- Má scriostar/leasaítear aon chuid den fhoirm seo (seachas sraitheanna a chur leis) cuirfear an t-iarratas seo ar neamhní.
- Déanfar foirmeacha iarratais comhlánaithe faighte a admháil.
- Ní bhreithneofar iarratais dhéanacha ná neamhiomlána.
- Ní bhreithneofar cóipeanna crua de na foirmeacha iarratais.
- Ní bhreithneofar ach faisnéis a chuirtear isteach ar an bhfoirm iarratais.
- Ní ghlacfar le CVanna.
- Beidh dícháiliú mar thoradh ar fhaisnéis mhícheart a chuirtear ar fáil san Fhoirm iarratais seo.
- Dícháileofar iarrthóirí má dhéantar canbhasáil, bíodh sé go díreach nó go hindíreach.
- Má tá míchumas ort a éilíonn oiriúnuithe réasúnta ag an agallamh roghnúcháin, nó a gcaithfear a chur san áireamh agus d'iarratas á bhreithniú, cuir Ionad Tacaíochta Oideachais Iarthar Chorcaí ar an eolas roimh ré le do thoil.
- Is fostóir comhdheiseanna é Ionad Tacaíochta Oideachais Iarthar Chorcaí.

Úsáid Oifige Amháin	Dáta Faighte	
	Uimhir Iarratais	

10. Sonraí Pearsanta

Ainm		
Seoladh		
Uimhreacha Teileafóin	Baile	Soghluaiste
Ríomhphost		

11. Cáilíochtaí Oideachais – lena n-áirítear an dara leibhéal/FET/tríú leibhéal (más infheidhme)

Blian/Blianta	Cáilíocht	Scoil/Coláiste	Ábhair	Leibhéal/Grád

12. Taithí Fostaíochta – an ceann is déanaí ar dtús

Blian/Blianta	Fad	Fostóir	Príomhdhualgais agus Freagrachtaí

13. Oiliúint Ghairmiúil agus Cúrsaí críochnaithe

Teideal an Chúrsa	Ábhar an Chúrsa	Institiúid/Gníomhaireacht	Dáta Ó/Go

14. Tabhair sonraí faoi do scileanna riaracháin & ríomhaireachta, eolas ar na meáin shóisialta chomh maith le haon taithí roimhe seo ar nósanna imeachta cuntasáochta.

15. Tabhair sonraí faoi do scileanna eagrúcháin agus idirphearsanta le do thoil.

16. Ráiteas pearsanta - Luaigh le do thoil cén fáth a measann tú go bhfuil tú oiriúnach don phost seo.

17. Cuir aon sonraí eile a bhaineann leis an iarratas seo ar fáil.

18. Sonraí beirt a bhféadfar tagairtí a fháil uathu.

1.	
Ainm an Mholtóra	
Post	
Seoladh	
Uimhir/Uimhreacha	
Teileafóin	
Seoladh Ríomhphoist	

2.	
Ainm an Mholtóra	
Post	
Seoladh	
Uimhir/Uimhreacha	
Teileafóin	
Seoladh Ríomhphoist	

Forchoimeádann Ionad Tacaíochta Oideachais Iarthar Chorcaí an ceart moltóirí breise a lorg má mheastar go bhfuil sé iomchuí m.sh. fostóirí reatha nó iar-fhostóirí

Deimhním leis seo go bhfuil an fhaisnéis uile a cuireadh ar fáil ar an bhfoirm iarratais seo fíor agus ceart: Síniú an Iarratasóra: Dáta:
