



Dalkey School Project NS
 Glenageary Lodge
 Glenageary, Co Dublin
 Telephone: 01-2857199
 Email: applications2020@dspns.ie
 Website: www.dspns.ie

**APPLICATION FORM
CARETAKER AND MAINTENANCE ASSISTANT**

| |
|---------------|
| Name: |
| Address: |
| Email: |
| Phone number: |

Educational Background:

Please submit below information on the educational facility or facilities attended by you, the dates and any qualifications (e.g. Junior Certificate, Leaving Certificate, Third Level Qualification, FETAC Qualification, etc).

Educational Facilities attended:

| School/College | Dates | Qualifications |
|----------------|-------|----------------|
| | | |
| | | |
| | | |
| | | |

If Apprenticeship served give detail:

| | | |
|----------------------------|-------|-----|
| Trade: | From: | To: |
| Employers Name and Address | | |

Employment History:

Please provide details of previous work history beginning with the most recent post.

| Dates (From/To) | Name & Address of Employer | Position Held | Summary of Main Duties | Reason for Leaving |
|-----------------|----------------------------|---------------|------------------------|--------------------|
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Relevant Qualifications:

Please furnish an outline of any other relevant qualifications you might have e.g. Health and Safety, First Aid, qualifications in sports, qualifications in any relevant trade or management area.

| Qualification | Awarding body | Date |
|---------------|---------------|------|
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Other Experience:

Please give any other information, with regard to community/voluntary involvement e.g. sporting events or organisations, charity events or volunteering where you may currently have or had in the past a position of manager, coach, maintenance, volunteer etc., which you may feel are relevant to this position.

| Organisation | Position | Duties |
|--------------|----------|--------|
| | | |
| | | |
| | | |

Please give an outline of any relevant experience you might have which you believe will assist you in the performance of this position.

The position may require some evening and weekend work. Please indicate if there are any particular hours or days of the week during which you will not be in a position to carry out your duties

References

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. (Please note: *your referees may be contacted without further communication with you and after selection interview*).

Present or most recent employer:

| | |
|-------------------|---------------|
| Name & Title: | Full address: |
| Position Held: | |
| Telephone/Mobile: | Email: |

Other referee:

| | |
|-------------------|---------------|
| Name & Title: | Full address: |
| Position Held: | |
| Telephone/Mobile: | Email: |

Declaration and Signature

- You are required to sign the declaration below certifying that all the information you have provided is accurate.
- The Interview Panel may wish to check any of the details you have provided.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

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

Signed

Date

Completed Applications should be returned on or before 3.00pm Wednesday 25th November 2020
by email to applications2020@dspns.ie