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**Job**

**Application**

**Form**

**www.vsi.ie**

**Job Title Applying for:**

**Personal Details**

|  |  |
| --- | --- |
| **Family name:**  |  |
| **First Name(s):** |  |
| **Address:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |
| **Have you ever applied to/worked with or volunteered with VSI before?** | **Yes / No** |
| **If yes please tell us about your experience with VSI:** |

**EMPLOYMENT HISTORY (most recent employment first):**

**(add more tables as required)**

|  |  |
| --- | --- |
| **Employer name, address and telephone number:** |  |
| **Dates employed (month and year):**  |  |
| **Job title:** |  |
| **Key responsibilities:** |  |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Employer name, address and telephone number:** |  |
| **Dates employed (month and year):** |  |
| **Job title:** |  |
| **Key responsibilities:** |  |
| **Reason for leaving:** |  |

**VOLUNTEERING HISTORY (most recent experience first):**

**(add more boxes as required)**

|  |  |
| --- | --- |
| **Organization name, address and telephone number:** |  |
| **Dates volunteered:**  |  |
| **Volunteer role and details:**  |  |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Organization name, address and telephone number:** |  |
| **Dates volunteered:**  |  |
| **Volunteer role and details:**  |  |
| **Reason for leaving:** |  |

**EDUCATION & TRAINING**

**Formal education:**

**(add more rows as required)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College/university name and address** | **Dates attended** | **Main subjects studied** | **Qualification obtained and grade achieved** | **Date(s) awarded** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Other training relevant to this position:**

**(add more rows as required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider**  | **Dates attended** | **Course title and details** | **Qualification awarded (if any)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please tell us why you are applying for this post with VSI (500 words or less):**

|  |
| --- |
|  |

**Please outline how your skills and experience meet the criteria as described in the job description (500 words or less):**

|  |
| --- |
|  |

**What qualities will you bring to the role (500 words or less)?**

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| --- |
|  |

**Please tell us about your hobbies and interests (500 words or less):**

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|  |

**REFERENCES**

Please provide details of two referees. One referee should be your current/most recent employer. You must not be related to your referees. ***We will not contact your referees without your permission.***

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone number |  | Telephone number |  |
| Email address |  | Email address |  |

**Where did you hear about this vacancy?**

|  |
| --- |
|  |

***Submit completed form and cover letter by email to Helen Walmsley, CEO*** ***careers@vsi.ie***