

## Application Form

### Clubs & Societies Administrator

#### Personal Details

Name	
Mobile Number	
Email Address	
Home Address	

Are there any legal restrictions on your right to work in the Republic of Ireland?	Yes	No			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please give details					

Do you hold a current full driving licence?	Yes	No			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Education and Training

Please outline any formal education first and then any relevant courses, training or professional development you may have undertaken (Please include a separate page, if required.)

Name of School or Institution	Date(s) of Attendance	Title of Award/ Qualification

## Employment Experience

(Please start with current or most recent. You may include a separate page, if required.)

Employment 1			
Name of Organisation			
Position Held			
Date Started		Leaving Date	
Reason for Leaving			
Description of responsibilities (Max. 200 words)			

Employment 2			
Name of Organisation			
Position Held			
Date Started		Leaving Date	
Reason for Leaving			
Description of responsibilities (Max. 200 words)			

Employment 3			
Name of Organisation			
Position Held			
Date Started		Leaving Date	
Reason for Leaving			



Please outline your experience of working on your own initiative as well as part of a team.

**Skills**

Please describe how you meet the criteria of strong administration and organisational skills

Please describe how you meet the criteria of excellent verbal and written communication skills

Please give details on why you have applied for the role of Clubs & Societies Administrator with Mary I Students' Union (Max. 300 words):

REFEREES (will not be contacted without your prior approval)	
Please provide names, addresses and telephone numbers of three referees, one of whom must be your current or most recent employer.	
1.	Tel:
2.	Tel:
3.	Tel

### Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form for recruitment purposes only. MISU will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Information relating to unsuccessful applicants will be destroyed as soon as possible, and no later than six months from the date of appointment of the successful candidate to the post.

### Declaration

I understand that any omissions or misrepresentation of information on this application form may, in the event of my obtaining employment, result in disciplinary action up to and including dismissal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

When completed, please return this form to [recruitment@misu.ie](mailto:recruitment@misu.ie) with *Clubs & Socs Administrator* in the subject line.