

COVER SHEET WITH APPLICATION FORM

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|--------------------|-------------|-----------------------|--|
| Job File No | <i>0521</i> | Job File Title | <i>Temporary Seasonal Staff - Spike Island (Tour Guides / Kiosk Staff / Cafe staff / Retail staff)</i> |
|--------------------|-------------|-----------------------|--|

GUIDELINE FOR COMPLETING APPLICATION FORM / SENDING CV;

Application Form

- Each section of the form must be completed. All information relating to this application must be completed on the form.
- You may add as much additional information as you feel is justified. Additional pages may be used. Typed only for ease of reading.

CV's

- Please ensure the same information as is required in this application form is available.
- You may outline any experience, training, skills or other information you feel is relevant using additional pages to a standard CV.
- If you have a role you feel you would be most qualified for, from tour guiding / ticket office work / retail work / coffee shop work, please mention this in your covering letter or statement.
- Please outline on CV applications if you are looking for full time work if available, or part-time work. All availability will be considered, but candidates must be available to work weekends, and into the evenings (only likely on weekends)

Qualifications for the Post

- These will be outlined in the job description. Some roles may require degree or above. Unless specified in the job description, a formal qualification is not required.
- Candidates with experience within a specific job title, and ideally within the same industry, are more likely to be successful. Training is provided.
- References must be supplied.
- Candidates must be flexible to work their hours / shifts as required, and able to make early starts, late finishes and work weekends as required. An outline of likely shifts will be available prior to starting..
- Roles in a retail or ticket office environment would benefit from excellent numerical skills and computer literacy, demonstrated in past experience or training.

SPIKE ISLAND DEVELOPMENT COMPANY

APPLICATION FOR POST OF Temporary Seasonal Staff - Spike Island (Tour Guides, retail, coffee shop and ticket kiosk roles)
Job File No.: 0521

Do not forward any other documents with this form unless asked for.
Section 1 – Personal Details

| | | |
|--|---------|--|
| PPS No: | | |
| Title <small>Mr/Ms/Mrs for salutation purposes</small> | Surname | Forename (As per Birth Certificate) |
| Home Address: | | Correspondence Address: (If different) |
| Home Telephone No.: | | Contact/ Mobile Telephone No.: |
| Email Address: | | |

Please state class(es) of current licence held:

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|----------------------|--|
| Full Licence: | |
| Provisional Licence: | |

Give name, address and a general company **telephone no.** of two persons, not related to you, who can given an employer reference:

| | Employer Reference 1 | Employer Reference 2 |
|-----------------------|----------------------|----------------------|
| <i>Name</i> | | |
| <i>Title/Position</i> | | |
| <i>Company</i> | | |
| <i>Address 1</i> | | |
| <i>Address 2</i> | | |
| <i>Address 3</i> | | |
| <i>Address 4</i> | | |
| <i>Phone Number</i> | | |
| <i>Email Address</i> | | |

Section 2 – Education Details

SECOND LEVEL EDUCATION (LEAVING CERTIFICATE OR EQUIVALENT):-

| Dates | | Name of School or College Attended | Name of Examinations Taken (And list each Subject) | Results to include the level (i.e. higher, lower, foundation etc) |
|-------|----|------------------------------------|--|---|
| From | To | | | |
| | | Official Examination No. _____ | | |
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DETAILS (WITH DATES) OF APPRENTICESHIPS SERVED WITH QUALIFICATIONS ATTAINED:

| Apprenticeship and Qualification | Date |
|----------------------------------|------|
| | |

ADDITIONAL QUALIFICATIONS GAINED (IF ANY):

| Qualification | Firm/College/Institute | Date |
|---------------|------------------------|------|
| | | |

Section 2 – Education Details Cont/d**THIRD LEVEL EDUCATION (if any, including College, University, etc.):-**

| | First Qualification (e.g. Cert / Diploma / Degree) | Additional Qualification (e.g. Diploma / Degree / Masters) | Further Additional Qualification (e.g. Degree / Masters / PhD) |
|--|--|--|--|
| College I.D No. | | | |
| College Course Code | | | |
| Full Title of Degree(s) / Qualifications held | | | |
| University/College of Examining Authority | | | |
| Year of Entry | | | |
| Year of Graduation | | | |
| Was the Course Full-Time or Part-Time? | | | |
| What level is the course under National Framework of Qualifications? | | | |
| Result received by you (i.e. Pass, Fail, Honours etc) | | | |
| Subject(s) taken in final year examination List each subject | | | |

Section 3 – Employment Details

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|---|---|
| <p>OCCUPATIONAL EXPERIENCE: * <i>(Full-time and Part-time)</i></p> | <p>Please state in order, from present job to first day, positions held since leaving school. Additional particulars may be furnished on a separate sheet if the space below is insufficient. * It is important to give full details, including total months for each position</p> |
|---|---|

| Dates (include total months) | | Employer's Name, Address, Nature of Business and Tel. Number | Positions held and Main Responsibilities and Activities | Reason for Leaving |
|---------------------------------|----|--|---|--------------------|
| From | To | | | |
| | | | | |

Section 3 – Employment Details cont’d/

| Dates (include total months) | | Employer’s Name, Address, Nature of Business and Tel. Number | Positions held and Main Responsibilities and Activities | Reason for Leaving |
|---|-----------|---|--|-------------------------------|
| Fro m | To | | | |
| | | | | |

If required, you may list additional relevant details of work experience on a separate sheet and attach to the back of this application form.

TRAINING COURSE(S) UNDERTAKEN (EITHER PRIVATELY OR IN-HOUSE):

| Training Course Description | Date |
|------------------------------------|-------------|
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LEISURE, INTERESTS, TYPE OF WORK, ETC.

Please give details of membership of any clubs, societies, associations, etc., including offices held at present, or in the past, or any hobbies or interests you wish to mention.

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Are you looking for full time work if available, or part-time? We may be able to facilitate some set days off and part – time work, however flexibility to work weekends is essential.

Please also outline any preference for guiding, ticket office, retail or cafe work, with reasons for this preference if any exist.

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Any additional information you wish to give in support of your application.

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| Have you any objection to SIDC contacting your <i>present</i> employers? (Yes/No) | |
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| Have you any objection to the SIDC contacting your <i>previous</i> employers? (Yes/No) | |
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| If successful, when could you take up duty? | |
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N.B. Misrepresentation of, or failure to declare, any material fact will invalidate your application and any job offer made as a result of same.

I confirm that I have read and comply with the criteria as laid out on the covering page to this application form. I also understand that the application form will be deemed invalid if I don't comply with the criteria and will NOT be processed further for this competition.

The information furnished in this application form is correct.

SIGNATURE:

DATE:

1. Please email this completed form or CV to admin@spikeislandcork.ie

You may alternatively post the form to;

Spike Dept, Carrig house, Cobh, Cork, Ireland.

CV's can also be sent. Please include the same information requested with this form.