**Employment Application Form**

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| **Position: Chief Executive Officer** | **Ref. No: IKA/CEO/20 *(office use only)*** |

**Personal Details**

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| **Title** |  | | |  | |
| **First name** |  | | | **Surname** |  |
| **Principal Contact No.:** | |  | | **Work No.:** |  |
|  | | | | *May we contact you at work?* **YES**  **NO** | |
| **Address:** | Line 1:  Line 2:  Line 3:  Line 4:  Line 5: | | | | |
| **Email:** |  | | | | |
| **Do you have any restrictions on working in Ireland (e.g. visa)?** | | | | | **YES**  **NO** |
| **If yes, please give details:** | | |  | | |

**Educational Achievements**

Please list all educational achievements (continue on separate document if you wish).

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| **Secondary Education**  **(name of school/college attended)** | **Month & Year** | | **Examinations Taken** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
| **Higher/Further Education**  **(Name of Institution)** | **From** | **To** | **Qualifications Achieved / Results** |
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| **Professional Qualifications** | **From** | **To** | **Qualifications Achieved / Results** |
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| **Additional Professional Training** | **From** | **To** | **Achievements** |
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**Employment History**

Please list all employment, ***starting with your current or most recent employer*** (continue in separate document if required).

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|  | **Employment details** | **Month & Year** | | **Description of Post Held** |
| **From** | **To** |
| 1 | Name:  Address: |  |  | Job title:  Key Responsibilities:  Key Achievements:  Salary and other benefits: |
| 2 | Name:  Address: |  |  | Job title:  Key Responsibilities:  Key Achievements:  Salary and other benefits: |
| 3 | Name:  Address: |  |  | Job title:  Key Responsibilities:  Key Achievements:  Salary and other benefits: |
| 4 | Name:  Address: |  |  | Job title:  Key Responsibilities:  Key Achievements:  Salary and other benefits: |
| 5 | Name:  Address: |  |  | Job title:  Key Responsibilities:  Key Achievements:  Salary and other benefits: |
| 6 | Name:  Address: |  |  | Job title:  Key Responsibilities:  Key Achievements:  Salary and other benefits: |

**Supporting Information**

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| **Please detail below your reasons for applying for this position. Briefly describe the skills, attributes and experience that make you suitable for this post. Please continue in a separate document if required.** |
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**Additional Information**

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| **Please briefly outline any Microsoft Office/IT skills:** |  |
| **Detail any other languages you speak and state proficiency** |  |
| **Do you hold a full Irish driving licence?** | YES  NO |
| **Please provide any additional information you wish to be considered in support of your application:** | |
|  | |
| **Please indicate below your source of introduction to this position with IKA (please check box):** | |
| IKA website:  Irish Times Executive Search:  Activelink:  Crowe:  Other source (please specify): | |

**References**

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| **Please state the names and addresses of two referees. (One should be your present or most recent employer). References will not normally be taken up until candidates have been shortlisted for final selection.** | |
| Name:  Position:  Organisation:  Address:  Tel No:  Email address: | Name:  Position:  Organisation:  Address:  Tel No:  Email address: |
| ***This appointment is subject to satisfactory references. Your current employer will only be contacted with your authorisation.*** | |
| **Notice period required from current employer:** |  |

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| Thank you for completing this application.  Please return your completed application by email to [vanya.sargent@crowe.ie](mailto:vanya.sargent@crowe.ie)  ***On or before 5.00pm, Friday 29th May 2020.*** *Applications arriving late will not be considered.* |

***Candidates should note that shortlisting many apply according to the required and desirable characteristics of applicants as set out in the job description and person specification.***