** **Comp 722**

**Head of Faculty of Science and Health**

***Notes****:*

1. Applications for appointment as officers or employees of the Institute will be accepted only on the Institute’s formal application form. Additional information may be appended to the formal application form by way of separate pages or by way of a separate CV.

1. *Care should be taken to provide full and accurate information as the information on application forms may be used to shortlist candidates for interview. Any misstatement given may disqualify your application or may result in dismissal if employed by the Institute Details are verified before formal offers of employment are made.*
2. *Applications will be treated in confidence. The Institute is a registered Data Controller. Information from this form will only be used when a candidate has been successful. All application forms are held for 2 years following the competition and then destroyed.*
3. *Where academic and work experience requirements are specified for a post, they must be achieved by the latest date for receipt of applications. Degrees and other higher education qualifications are reckoned only from the date of formal adoption by the Institute of Awards.*

*5. The completed application form should be returned so as to reach the Human Resources Office, Letterkenny Institute of Technology, Port Road, Letterkenny, Co. Donegal. Tel. (074) 9186045, later than the date and time specified in the advertisement for the post.*

*6. You must list on your application three persons from whom the Institute may request references. These must include your current employer if employed or your most recent employer if currently unemployed. The referees chosen must be able to comment in detail on your career. The Institute will assume permission to contact referees unless the applicant states otherwise on the application form.*

*7. Canvassing will disqualify applications.*

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| **Position applied for**  **– Title** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Surname and first names** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Address for correspondence** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Home Number** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Mobile Number** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **E-Mail Address** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Nationality** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**Second-level education**

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| --- | --- | --- | --- |
| *Institution(s) attended* | *From* | *To* | *Certificate(s) awarded, subjects and grades* |
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**Institutions of higher education attended**

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| *Institution(s)* | *From* | *To* | *Award(s)* |
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**Undergraduate qualifications (Certificates, Diplomas and Degrees) awarded**

**For Undergraduate degrees please specify whether Ordinary Degree (level 7) or Honours Degree (level 8)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Award* | *Awarding body* | *Date of* *Award [dd/mm/yy]* | *Grade or class* | *Final examination subjects and results* |
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**Postgraduate qualifications (Certificates, Diplomas and Degrees) awarded**

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| --- | --- | --- | --- | --- |
| *Award* | *Awarding body* | *Date of* *Award [dd/mm/yy]* | *Grade or class* | *Final examination subjects and results* |
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**Certificate, diploma or degree not yet complete**

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| --- | --- | --- | --- |
| *Award* | *Awarding body* | *Expected**Date of Award* | *Subjects and progress achieved* |
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**Other Qualifications: Include Membership/Fellowships**

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| --- | --- | --- | --- |
| *Organisation* | *Category of membership – full, associate, student, etc* |  *Date of*  *award*  *[dd/mm/yy]* | *Indicate how membership was achieved* |
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**Current employment**

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| --- | --- |
|  *Employer’s name or title* |  |
|  *Employer’s address* |  |
|  *Nature of business* |  |
| *Employment date* |  |
| *Position in enterprise* |  |
| *Description of duties and* *responsibilities* |  |

**Preceding employment**

|  |  |
| --- | --- |
| *Employer’s name or title* |  |
|  *Employer’s address* |  |
|  *Nature of business* |  |
|  *Employment dates* | *From: To:* |
|  *Position in enterprise* |  |
|  *Description of functions* |  |
|  *Reason for departure* |  |

**Prior employments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Employer* | *From* | *To* | *Position* | *Reason for leaving* |
|  |  |  |  |  |
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**Details of research, development and consultancy activities, publications and links with industry**

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**Lecturing experience**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current salary**

Please give details of your current salary

*Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Reason(s) for seeking the position applied for**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Additional information**

*Any other information that may help in assessing your application. Leisure time interests may be included here. (Use an additional page if necessary).*

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**Period of notice**

|  |  |
| --- | --- |
| How soon after an offer of appointment would you be in a position to take up employment? | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Advertisement**

|  |  |
| --- | --- |
| Where did you see the position advertised? | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Referees**

The Institute will assume permission to contact referees unless the applicant has stated otherwise.

|  |  |  |  |
| --- | --- | --- | --- |
|  | *First Referee* | *Second Referee* | *Third Referee*  |
| Name |  |  |  |
| Position |  |  |  |
| Address |  |  |  |
| Phone No |  |  |  |

The successful candidate will undergo Garda Vetting which is a condition of employment.

**Declaration**

I hereby certify that I have read the *Notes* on page 1 of this application form and that all statements given by me on this application form are true, complete and correct.

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

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