

Application Form

(Professional/Support/Technical/Library Grades)

Please submit this completed application form, together with your cover letter and CV to hr.applications@dcu.ie



ABOUT THE VACANCY

POSITION APPLIED FOR

Job Reference Number*

Job Title*

THIS APPLICATION WILL BE TREATED IN STRICT CONFIDENCE

YOUR PERSONAL DETAILS

Title

Please select title

Please Specify:

Surname(s)*

First Name(s)*

Permanent Address*

Contact Number*

Email Address*

**Are you currently eligible to work in the Republic of Ireland?

Please enter Yes/No

***Please note that you will be required to prove eligibility to work in the Republic of Ireland as part of the recruitment process as it is a condition of employment with DCU that employees must be eligible to work in the Republic of Ireland.*

ACADEMIC HISTORY

Post Primary Education (Second Level)

School/College*	From (MM/YY)*	To (MM/YY)*	Final Examination Subjects & Results*
	MM/YY	MM/YY	

Academic Qualifications (Third Level)

Higher Education Institution	From (MM/YY)	To (MM/YY)	Conferring Body	Academic Qualification	Grade & Class
	MM/YY	MM/YY			
	MM/YY	MM/YY			
	MM/YY	MM/YY			
	MM/YY	MM/YY			
	MM/YY	MM/YY			

Other Qualifications in preparation at the time of application – indicate expected date of completion.

Other Memberships/Fellowships/Relevant Training Programmes.

CURRENT EMPLOYER		PREVIOUS EMPLOYER	
NAME	ADDRESS	NAME	ADDRESS
1		1	
2		2	
3		3	
4		4	
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100		100	

Employer*	Nature of Business*	Position*	Commencement Date (MM/YY)*
			MM/YY

Description of Duties and Responsibilities*

Current Salary*

Benefits, Allowances and Pension Arrangements

PREVIOUS POSITIONS

[illegible]

ADDITIONAL INFORMATION

Please outline how you meet the role criteria, you may include information that may help in assessing your application.*

Please outline any other information that may help in assessing your application.

REFEREES

Please list three persons from whom the University may request references on your behalf. They should be such as to be able to comment in detail on your career. Applicants must include their present employer or past employer (if not currently employed).

Name – Referee One*

Name – Referee Two*

Name – Referee Three*

Job Title*

Job Title*

Job Title*

Institution / Organisation*

Institution / Organisation*

Institution / Organisation*

Email Address*

Email Address*

Email Address*

Contact Number*

Contact Number*

Contact Number*

☐

I give DCU my permission
To contact this Referee*

☐

I give DCU my permission
To contact this Referee*

☐

I give DCU my permission
To contact this Referee*

PERIOD OF NOTICE

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

ADVERTISING

Where did you see this position advertised?*

DECLARATION

☐

I certify that all statements on this application are true without omission and understand that any misstatement given disqualifies my application or may result in dismissal if employed by the University. I fully recognise that canvassing disqualifies my application.*

PRIVACY NOTICE

☐

I have read and understand the [DCU Privacy Notice](#)*

If required fields are not completed, your application will not be considered

Please ensure that you email this completed application form together with your CV and cover letter to hr.applications@dcu.ie