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| --- | --- |
| **Position Applied for:** |  |
| **Reference number:** |  |
| **Applicant Name:** |  |
| **Applicant Ref No** (Office use only): |  |

**Applicants must clearly outline on their application forms how their qualifications and experience meet each of the essential and preferred criteria.**

To ensure equality of opportunity for all applicants:

* Applications should be completed in no smaller than size 10 font.
* Applications by fax will not be accepted.
* Please note this form is regarded as part of your application and should be completed and returned with your CV and other documentation.
* If you have a disability and this precludes you from completing this application form and / or submitting it by the closing date, please contact Jobs@castlebridge.ie for alternative arrangements and / or reasonable adjustments.

**Late or incomplete applications will not be considered.**

**Personal Details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title (Mr/Mrs/Ms/Miss) | Surname (Family Name) | | | | Forename(s) (Please underline name by which you are known) | | | |
|  |  | | | |  | | | |
| Postal Address | Email Address | | | | Telephone Number | | | |
|  |  | | | |  | | | |
| Country | I am aware of the eligibility criteria for an Early-Stage Researcher and I fulfil the criteria  (Please see role profile for details) | | | | I confirm I meet the residency and transnational mobility requirements of this role  (Please see role profile for details) | | | |
|  | Yes |  | No |  | Yes |  | No |  |

**Please note the eligibility criteria that are applicable to this role are:**

1. **You must have less than four (4) years full-time research experience after the year in which you gained the qualification which makes you eligible for a PhD.**
2. **You must have spent less than twelve (12) months in Ireland in the past three (3) years, other than short stays for vacations, or time spent in Ireland as part of any procedure to obtain refugee status.**

**If you do not meet BOTH of these requirements you do not meet the eligibility criteria for this position.**

**Education and Qualifications**

Please give details of qualifications obtained at secondary and further and higher education level. Successful applicants will be asked to supply original certificates upon offer of employment.

**Further and higher education:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date From: | Date To: | Type of School/College | | Subject | Examinations Passed | | |
| Level | Grade | Date Awarded |
|  |  |  | |  |  | | |
| **Membership of professional institutions/associations**  (Please give details of joining date, status held and membership numbers) | | |  | | | | |

**Additional Qualifications and Training:**

Please provide details of any additional qualifications and training you have undergone.

|  |  |  |
| --- | --- | --- |
| Qualification/Training | Dates (From – To) | Result/Achievement |
|  |  |  |

**Employment History:**

Please outline your career history to date beginning with your most recent employment. **Please provide reasons for any gaps in employment.**

|  |  |  |
| --- | --- | --- |
| Name of Current Employer | Nature of Organisation and Business Sector | Title of Position(s) Held |
|  |  |  |
| Job Title of Line Manager(s) | Dates (Month and Year)  From –To | Reason for seeking to leave |
|  |  |  |
| Principal Duties of Post(s) Held | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Name of Previous Employer | Nature of Organisation and Business Sector | Title of Position(s) Held |
|  |  |  |
| Job Title of Line Manager(s) | Dates (Month and Year)  From -To | Reason for leaving |
|  |  |  |
| Principal Duties of Post(s) Held | | |
|  | | |

**Employment History Continued:**

Please outline your career history to date beginning with your most recent employment. **Please provide reasons for any gaps in employment.**

|  |  |  |
| --- | --- | --- |
| Name of Current Employer | Nature of Organisation and Business Sector | Title of Position(s) Held |
|  |  |  |
| Job Title of Line Manager(s) | Dates (Month and Year)  From –To | Reason for seeking to leave |
|  |  |  |
| Principal Duties of Post(s) Held | | |
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| --- | --- | --- |
| Name of Previous Employer | Nature of Organisation and Business Sector | Title of Position(s) Held |
|  |  |  |
| Job Title of Line Manager(s) | Dates (Month and Year)  From -To | Reason for leaving |
|  |  |  |
| Principal Duties of Post(s) Held | | |
|  | | |

**Selection Criteria:**

As part of the application process you are required to provide specific examples below of how you meet the essential and desirable criteria. This information will be used to assess your suitability for the post and so you should therefore complete in as much detail as possible. Failure to provide sufficient information/detail may risk your application not being short-listed.

|  |
| --- |
| **Essential Criteria:** |
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| **Desirable Criteria:** |
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| **Other Relevant Information**  Please include any other information, which you believe is relevant to your application for this post. |
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| **Disability**  Please specify if you have a disability which requires any adjustments to be made in order for you to participate in the recruitment process (i.e assessment day or interview), and/or to perform the duties of the post applied for. Please provide details of any adjustments required. |
|  |

**Data Protection**

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| **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, and by the referees you have noted, for recruitment purposes only. The Organisation 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.  For more information on how we use the information you have provided, please see our privacy notice for  job applicants which is attached to this form. |

**Referees**

Please supply details of two **previous employers** (including current/most recent employer), who have agreed to act as referees, neither of whom should be related to you. For ESR recruitment one of these should be an academic reference. It is not our policy to contact referees prior to offer of employment; however, should we need to contact a referee so we shall seek permission from the applicant beforehand.

|  |  |
| --- | --- |
| Current/most recent employer/academic reference | |
| Name: |  |
| Job Title: |  |
| Employer Name: |  |
| Relationship to you: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |

|  |  |
| --- | --- |
| Previous Employer/academic reference: | |
| Name: |  |
| Job Title: |  |
| Employer Name: |  |
| Relationship to you: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |

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|  | |
| Length of Notice Required: |  |

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| **Restrictions on Employment**  If yes; please provide details and include expiry date of any visa’s or work permits |
| Are there any restrictions to you working in Ireland? **YES / NO** (please delete as appropriate) |

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| **Declaration** |
| I declare that the information contained in this application is true and accurate. I understand if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.  If you are submitting your application via email or online form, please tick the below to confirm that the information provided is correct, otherwise please sign the declaration below. |

**PLEASE NOTE:** Any candidate found to have knowingly given false information, or to have willfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.

I declare that the information above is complete and correct to the best of my knowledge.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**