



Job Application Form

Please complete all sections of this form fully and legibly and return to the address below. **Please note that curriculum vitae will not be accepted and cover letters are not required.** Only information provided on this form will be used in the short-listing process. All information provided will be treated with the strictest confidence.

Egis Lagan Services c/o Unit 4044, Kingswood Avenue, Citywest Business Campus, Dublin 24, D24T6YE

SECTION 1: PERSONAL DETAILS

Surname	First Name (s)
Address	
Home Telephone No	Mobile Telephone No
Work Telephone No	Email Address
Position Applied For	<i>Preferred Depot:</i> Macroom [<input type="checkbox"/>] Cork [<input type="checkbox"/>]
Vacancy Ref No	<i>(A separate application is required for <u>each position applied for but not location</u>)</i>

SECTION 2: WORK EXPERIENCE

Please complete this section starting with your **most recent employment** and then work backwards through your career. Where applicable, please include previous positions with your current / most recent employer.

Employment From --/--/--	Employment To --/--/--	Name & Address of Employer
Position Held	Salary Upon Leaving	
Hours Worked per Week	Reason for Leaving	
Main Responsibilities/Duties		

Employment From --/--/--	Employment To --/--/--	Name & Address of Employer
Position Held	Salary Upon Leaving	
Hours Worked per Week	Reason for Leaving	
Main Responsibilities/Duties		

Section 2: PREVIOUS WORK EXPERIENCE — Continued

Employment From -- / -- / --	Employment To -- / -- / --	Name & Address of Employer	
Position Held		Salary Upon Leaving	
Hours Worked per Week		Reason for Leaving	
Main Responsibilities/Duties			
Employment From -- / -- / --	Employment To -- / -- / --	Name & Address of Employer	
Position Held		Salary Upon Leaving	
Hours Worked per Week		Reason for Leaving	
Main Responsibilities/Duties			
Employment From -- / -- / --	Employment To -- / -- / --	Name & Address of Employer	
Position Held		Salary Upon Leaving	
Hours Worked per Week		Reason for Leaving	
Main Responsibilities/Duties			
Employment From -- / -- / --	Employment To -- / -- / --	Name & Address of Employer	
Position Held		Salary Upon Leaving	
Hours Worked per Week		Reason for Leaving	
Main Responsibilities/Duties			
Employment From -- / -- / --	Employment To -- / -- / --	Name & Address of Employer	
Position Held		Salary Upon Leaving	
Hours Worked per Week		Reason for Leaving	
Main Responsibilities/Duties			

SECTION 6: ADDITIONAL INFORMATION

How would you rate your oral English ability: **Poor** [] **Basic** [] **Good** [] **Fluent** []

How would you rate your written English ability: **Poor** [] **Basic** [] **Good** [] **Excellent** []

Are there any restrictions on your right to work in this country? (Do you require a Work Permit?) **YES** [] **NO** []

If YES, please give details:

Do you hold a full clean driving license? **YES** [] **NO** []

Do you hold a full clean HGV driving license? **YES** [] **NO** []

If YES, please indicate the Class(s) of license you hold: **A** [] **B** [] **C** [] **C1** [] **EC** [] **EC1** [] **Other** []

What are your salary expectations? €

Please confirm whether or not:

- You are available for out of hours on-call cover: **YES** [] **NO** []
- You are available for night work as required: **YES** [] **NO** []

SECTION 7: REFERENCES

Please give the name, company, position and telephone no. of two previous employers whom we can contact for references. If you are unable to provide two employment references, please provide details of whom we can contact for a character reference. References from friends and relatives are not acceptable. Please note, referees will not be contacted without your approval.

Name	Name
Company	Company
Position of Referee	Position of Referee
Telephone No	Telephone No

SECTION 8: PERSONAL STATEMENT

Please use this section to explain in detail why you are applying for this position. Explain in detail what skills /knowledge / experience / qualities you have that will make you suitable for the role.

SECTION 9: DECLARATION

I certify that all the information which I have provided is accurate and true. I understand that any false information given may result in a job offer being withdrawn.

Signature

Date

Before you return this form please ensure that you have completed all sections fully.

DATA PROTECTION NOTICE

The personal information (data) collected on this form (which may include the collection of sensitive personal data) is collected for the purpose of recruitment, personal administration (for new employees) and monitoring. Unless you direct otherwise (for example if you would like the application kept on file for future vacancies) the application forms of unsuccessful applicants will be destroyed after 12 months. It is the policy of Egis Lagan Services to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their employment, and for no other purpose.

For Office Use Only