

## Boyle Family Resource Centre CLG

### Application Form

**Post:** Administrator

**Please fill out form clearly and in block capitals.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Education Details

Starting with the most recent, list all Certificates, Diplomas, Degrees or higher education and specify date of attainment.

Course Title	College	Year	Full/Part Time



Applications to be returned by email to [manager@boylefrc.ie](mailto:manager@boylefrc.ie) or by post or hand to Recruitment Coordinator, Boyle Family Resource Centre, Knocknashee, Boyle, Co. Roscommon before 14<sup>th</sup> January 2021



Starting with the most recent please list any other non-accredited courses and specify date of attainment.

Course Title	Training Organisation	Year	Duration

**Memberships-** Please list all Professional Bodies, Voluntary and Community Sector Organisations/Bodies etc.

Name of Professional Body	Year of Membership



Applications to be returned by email to [manager@boylefrc.ie](mailto:manager@boylefrc.ie) or by post or hand to Recruitment Coordinator, Boyle Family Resource Centre, Knocknashee, Boyle, Co. Roscommon before 14<sup>th</sup> January 2021



## Current Employment

From	To	Name and Address of Employment	Job Title
<b>Main Responsibilities, Significant information, Salary, other relevant information-</b>			



Applications to be returned by email to [manager@boylefrc.ie](mailto:manager@boylefrc.ie) or by post or hand to Recruitment Coordinator, Boyle Family Resource Centre, Knocknashee, Boyle, Co. Roscommon before 14<sup>th</sup> January 2021



Previous Employment Record, please start with most recent and use additional paper if required.

From	To	Name and Address of Employment	Job Title
<b>Main Responsibilities, Significant information, Salary, other relevant information-</b>			

From	To	Name and Address of Employment	Job Title
<b>Main Responsibilities, Significant information, Salary, other relevant information-</b>			



Applications to be returned by email to [manager@boylefrc.ie](mailto:manager@boylefrc.ie) or by post or hand to Recruitment Coordinator, Boyle Family Resource Centre, Knocknashee, Boyle, Co. Roscommon before 14<sup>th</sup> January 2021



From	To	Name and Address of Employment	Job Title
<b>Main Responsibilities, Significant information, Salary, other relevant information-</b>			

From	To	Name and Address of Employment	Job Title
<b>Main Responsibilities, Significant information, Salary, other relevant information-</b>			



Applications to be returned by email to [manager@boylefrc.ie](mailto:manager@boylefrc.ie) or by post or hand to Recruitment Coordinator, Boyle Family Resource Centre, Knocknashee, Boyle, Co. Roscommon before 14<sup>th</sup> January 2021



From	To	Name and Address of Employment	Job Title
<b>Main Responsibilities, Significant information, Salary, other relevant information-</b>			

From	To	Name and Address of Employment	Job Title
<b>Main Responsibilities, Significant information, Salary, other relevant information-</b>			



Applications to be returned by email to [manager@boylefrc.ie](mailto:manager@boylefrc.ie) or by post or hand to Recruitment Coordinator, Boyle Family Resource Centre, Knocknashee, Boyle, Co. Roscommon before 14<sup>th</sup> January 2021



Please indicate any particular experience and/or achievements you consider we should be aware of when assessing your application for this post.

Please outline any other supporting information that you consider would be relevant to your application for this post.



Applications to be returned by email to [manager@boylefrc.ie](mailto:manager@boylefrc.ie) or by post or hand to Recruitment Coordinator, Boyle Family Resource Centre, Knocknashee, Boyle, Co. Roscommon before 14<sup>th</sup> January 2021



Do you hold a current full driving license (please circle) YES NO

Please indicate when you would be in a position to take up this post should you be successful: \_\_\_\_\_

**Any other information**

**References:** Please give details of two references who would support your application

<b>Name</b>		
<b>Position in Organisation</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>Permission to contact Referee</b>		

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

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_



Applications to be returned by email to [manager@boylefrc.ie](mailto:manager@boylefrc.ie) or by post or hand to Recruitment Coordinator, Boyle Family Resource Centre, Knocknashee, Boyle, Co. Roscommon before 14<sup>th</sup> January 2021

