



Where Tradition meets the future

Application Form

Position Applied For

Full Time or Part Time

Date Received: _____

Our Staff play a vital role in the success of our business because of the excellent customer service they provide. We want our business to serve the local community and we are looking for committed, enthusiastic individuals with a positive attitude who can work as part of a team and have a genuine desire to give customers the highest standards of care. To help you achieve this we will train you to do your job and encourage you to use your skills and talents, so please take the time to complete this application form fully and return to:

HR Department
 Templecrone Agricultural Co-operative Society
 Main Street
 Dungloe
 County Donegal

Personal Details

Miss/Mrs/Ms/Mr (please delete as applicable)										First Name(s)									
Middle Name(s)										Surname									
My Address Is:																			
Home Phone:										Work Phone:									
Mobile Phone:										E-Mail:									
PPS NO.										Are there any restrictions on your right to work in Ireland Yes <input type="checkbox"/> No <input type="checkbox"/>									
Are any of your family or relatives employed by this company? Yes <input type="checkbox"/> No <input type="checkbox"/>																			
If yes please give details.																			
For Applicants Under 18 years																			
Date of Birth																			
If studying what is your term time address:																			

About Your Education

Name of School or College	From	To	Examination and Results

Availability to Work

Please indicate the hours you are available to work

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Earliest Start Time (am/pm)							
Latest Finish Time (am/pm)							
Would you be willing to work overtime				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
When are you available to start work?				<input style="width: 100%; height: 20px;" type="text"/>			
Do you have any holidays booked?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If so please give dates				<input style="width: 100%; height: 20px;" type="text"/>			
Do you hold a current driving Licence?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Please state which form of transport you use				<input style="width: 100%; height: 20px;" type="text"/>			
Have you ever been convicted of a criminal offence, or are there any criminal charges currently pending?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If so please give details				<input style="width: 100%; height: 20px;" type="text"/>			
Do you have any existing condition which may affect your ability to work?				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If so please give details				<input style="width: 100%; height: 20px;" type="text"/>			

Previous Work Experience

Please give details of your previous Employment

Name & Address	From	To	Position held & reason for leaving

About Your Skills

Please give details and provide examples of the skills which you feel that you possess which would enable you to be successful if you were to be employed by us.

Your Thoughts On Working For Us

Please provide details as to why you are interested in joining the Cope, and why you feel you would be suitable for this type of work. You may also add any other information which you feel is relevant to your application.

Declaration

I declare that the information supplied on this form is true and accurate to the best of my knowledge and I accept that if found to be false or misleading it may result in my dismissal from any position to which I have been appointed.

Signature: _____

Date: _____

Personal References

Employment is subject to receipt of satisfactory references. These will not normally be contacted before we offer you a position. Please give the names and details of 2 people we may contact for a reference.

Name: _____	Name: _____
Job Title / Position : _____	Job Title / Position : _____
Address: _____	Address: _____
_____	_____

For Office Use Only

	Yes	No	Actioned	Date	Initials
Hold on file before interview	<input type="checkbox"/>	<input type="checkbox"/>	Actioned	<input type="text"/>	<input type="text"/>
Invite for interview	<input type="checkbox"/>	<input type="checkbox"/>	Actioned	<input type="text"/>	<input type="text"/>
Did not arrive for interview	<input type="checkbox"/>	<input type="checkbox"/>	Actioned	<input type="text"/>	<input type="text"/>
Hold on file after interview	<input type="checkbox"/>	<input type="checkbox"/>	Actioned	<input type="text"/>	<input type="text"/>
Job Offered	<input type="checkbox"/>	<input type="checkbox"/>	Actioned	<input type="text"/>	<input type="text"/>
Job Accepted	<input type="checkbox"/>	<input type="checkbox"/>	Actioned	<input type="text"/>	<input type="text"/>
Position Offered	<input type="text"/>				
Position Accepted	<input type="text"/>				
Start Date / Time	<input type="text"/>				