**APPLICATION FORM**

**Co:Worx Digital Hub Business Manager**

**Please return complete application forms by email to:** **info@coworx.ie**

**on or before 5.00 pm on Monday 20th September, 2021**

# Contact Details

|  |  |
| --- | --- |
| **Name in full** |  |
| **Postal Address** |  |
| **Telephone: Mobile:****Home:** |  |
| **E-Mail**  |  |
|  |  |
| **Do you hold a current full driving licence** |  Yes: 🞎 No: 🞎 |
| **Do you require a work visa/work permit** |  Yes: 🞎 No: 🞎 |
| **Do you require any special facilities/arrangements for the interview***(e.g. wheelchair access etc)* |  Yes: 🞎 No: 🞎 |
| *If yes then, please specify*  |  |

# Career History

## Particulars of present appointment

|  |  |
| --- | --- |
| **Employer:** |  |
| **Position Title:** |  |
| **Address:** |  |
| **Perm/Temp:** |  |
| **Start Date:** |  |
| *Describe briefly your present position, outlining your main responsibilities* *and activities, to whom you are responsible and who, if anyone, is responsible to you.* |

## Previous Employment Record

*Give below, in reverse date order, full particulars of all employment starting with your position immediately preceding your present position to date of leaving school or college. No period between these dates should be left unaccounted.*

*Add extra rows if required.*

|  |  |  |  |
| --- | --- | --- | --- |
| **From**  |  **To**  | **Name and Address of Employer** |  **Job Title** **Description of duties/main responsibilities**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Education

## Academic, Professional or Technical Qualifications (if any)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period** | **Name of College/ University**  | **Part/Full Time** | **Course & Qualification** | **Grade & Year Obtained** |
|  |  |  |  |  |

**Where applicable, please submit copy of qualification with application.**

## Other Relevant Training (if any)

|  |  |  |
| --- | --- | --- |
| **Date** | **Other Relevant Training (course name)** | **Qualification received** |
|  |  |  |

**NOTE:- Certification & qualifications will be subject to verification post interview and prior to appointment.**

# Relevant Skills & Experience

*Having regard to the requirements set out in the briefing document, please indicate below any particular work or personal skills and experience which you have acquired and which you wish the interview board to be aware of. You may support your answer by examples from your work experience to date (not more than 300 words)*

|  |
| --- |
|  |

# Other Information

*Please use this space to outline any other information not already included which you feel may support your application (e.g. leisure interests, hobbies, membership of clubs etc) (this section is optional)*

|  |
| --- |
|  |

# References

*Give names and addresses of two responsible persons to whom you are well known, but not related. Edgeworthstown Enterprise Hub clg will assume permission to contact referees* ***unless*** *the Applicant has stated otherwise.*

**Reference 1:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Occupation** |  |
| **Contact Number** |  |

**Reference 2:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Occupation** |  |
| **Contact Number** |  |

*Before signing this form, please ensure that you have replied fully to all questions asked. You should also satisfy yourself that you are eligible under the qualifications.*

**I, the undersigned, hereby declare all the foregoing particulars to be true.**

 Signature of Applicant:

Date:

**Communications relating to your application will be by email to the address provided.**

**N.B. Canvassing by or on behalf of the applicant will disqualify**