

Confidential Application Form

Please fill in this form legibly using block capitals and black ink

Wisdom Services do not discriminate on the grounds of an individual's family status, marital status, gender, race, sexual orientation, travelling community, religion, age or disability or any other reason prohibited by Law.

1. Personal Information

| | | |
|--|---------------------------------------|---|
| Title: (Mr, Ms, Other) _____ | First Name(s): _____ | Surname: _____ |
| Address: (for correspondence) _____ | | |
| Permanent Address: (if different) _____ | | |
| Telephone: _____ | Mobile: _____ | |
| *E-mail Address _____ @ _____ | | |
| Are you under the restrictions of a work permit? | | Yes/No |
| If yes, please give details of permit type and expiry date: | | |
| Have you availed of the 2009 ISER or the 2010 VER or VR Scheme** (see page 4 for further detail) | | Yes / No |
| | | ISER / VER /VR (please circle if yes) |
| Position Applied for: _____ | Reference: IOB /PE | |
| Full Time/Part Time: _____ | Date available for Work: _____ | |
| Do you have any restrictions on your days/hours of Work: _____ | | |
| Where did you see/hear of this Vacancy? | | |

2. Education (continue on a separate sheet, if necessary)

Please include Secondary School/University/Training/Other Education

| School/College Hospital, Other | Examinations Taken - Year | Full Title of Qualification | Grade Obtained |
|-----------------------------------|------------------------------|--------------------------------|-------------------|
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For Official Use Only

| | |
|---------------------------|------------------------------------|
| Issued | Returned |
| Acknowledged _____ | Garda Vetting 1 _____ |
| Reference 1 _____ | Garda Vetting 2 _____ |
| Reference 2 _____ | Garda Vetting 3 _____ |
| Reference 3 _____ | Self Declaration Form _____ |

*Please note that where provided, your e-mail will automatically become your correspondence address.

3. Current/Most Recent Employment

Name and Address and Telephone No.:

Position/Job Title: _____ Salary: _____
From: _____ To: _____
Notice Required: _____ Salary Expected: _____
Reason for Leaving: _____

4. Employment History/Particulars

Starting with your current employment (if any), please list in date order all employment or experience. **NB** Please account for any gaps in your employment history. Additional details may be furnished on plain paper which you should attach to this application form if necessary.

| Inclusive Dates should be indicated thus: dd.mm.yyyy From To | | Position Held | Main Duties | Name and Address of Employer |
|--|--|---------------|-------------|------------------------------|
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5. What are your Career Goals?

6. Referees

Give the names, job title, full postal address and contact details (eg telephone, fax and e-mail information) of **three relevant referees for whom you have worked** or if you have not worked, the Principal of your School or College. It is essential that you include here the name of a person of authority in your present employment that is familiar with and responsible for the quality of your work. Wisdom Services reserve the right to seek a reference from any or all of the employers for whom you have worked.

- 1. _____
- 2. _____
- 3. _____

Would you like Wisdom Services to contact you before applying for References or can we apply for references now? Yes/No

7. What are your spare-time interests (games, hobbies, etc)?

8. Have you any experience of working with people with an intellectual disability? Please give examples.

9. Medical

Please give details of any illness or disease or any other health matters of relevance.

Have you ever been involved in an accident as a result of which you have suffered personal injuries? Yes No

10. Have you fully completed An Garda Siochana Authorisation Form, which is included with this application?

In order to protect children and vulnerable adults, the Department of Health and Children has issued guidelines in relation to the recruitment of Health Service personnel. These guidelines advise that persons under consideration for health service posts must undergo Garda vetting. Please provide the relevant details on the attached form.

Any Further Information

The applicant is invited to submit in support of this application any further information on his/her career, experience and interests to date on a separate page.

Declaration: it is important that you read this declaration carefully and then sign.

"I declare to the best of my knowledge and belief that there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of this appointment. I hereby confirm my irrevocable consent to Wisdom Services to making any such enquiries as the Service deem necessary in respect of my suitability for the post in respect of which this application is made. I hereby accept and confirm the entitlement of Wisdom Services to reject my application or to terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish Wisdom Services with any information relevant to my application or my continued employment in Wisdom Services or where I have made any false statement or misrepresentation in relation to this application or my continuing employment with Wisdom Services."

"Furthermore, I hereby declare that all the particulars furnished on this application are true and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my application form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification."

"**I further understand that it is a specific condition of the 2009 incentivised Scheme for Early Retirement (ISER) and 2010 Voluntary Early Retirement (VER) and Voluntary Redundancy (VR) schemes that persons who availed of the schemes are not eligible for **re-employment in the public health sector**. In the case of the 2010 schemes this restriction is extended to include the wider public service as well as bodies funded wholly or mainly from public funds, such as the Wisdom Services. In the case of the Voluntary Redundancy scheme, the re-employment restrictions apply for seven years, after which the approval of the Minister for Finance is required in any cases where re-employment is proposed.

I understand that if I, as an applicant, was formerly employed by the HSE or the wider health service and availed of the ISER, I am ineligible for subsequent re-employment in the public health sector. However, if I, as an applicant, retired from another area of the public service under a similar ISER and is subsequently employed in the public health sector, the employer must inform the person's former employer to this effect. "

"In the case of the more recent VER scheme, I clearly understand and accept that those who availed of that scheme are not eligible for re-employment in the public health sector, in the wider public service or in a body wholly or mainly funded by public funds, such as Wisdom Services. The same prohibition applies under the VR scheme, except that prohibition on re-employment is for a period of seven years, following which the specific consent of the Minister for Finance is required for applications for re-employment."

I declare that, to the best of my knowledge and belief there is nothing on grounds of health which would preclude me from performing my duties in a consistent and satisfactory manner. I also declare that I am fully competent, fully capable and available to undertake the duties of the post.

Failure to sign the application form will render it invalid.

Signed

Date

Please return this completed application form to the:

**Human Resources Officer
Wisdom Services
Cregg House
Sligo**

HEALTH AND CHARACTER SELF-DECLARATION FORM

| | |
|---------------------------------------|--|
| Post | |
| NAME (block letters please) | |

Before being accepted as suitable for appointment, candidates must satisfy certain criteria including suitability in respect of health and character. The onus is on you to declare your suitability, to the best of your knowledge and belief, regarding your health status and character, and in this regard you are asked to sign this self-declaration. **Please note that any misstatements, incomplete statements and/or false declarations are liable to your disqualification from the competition and/or termination of your appointment to the position.**

Health Status – Under the terms of current employment legislation, obligations are placed on both the employer and employee to contribute to ensuring that their workplace and their systems of work are safe. In addition, the employer and employee must make reasonable adaptations to the workplace or work practices if required, in view of any underlying disability.

Please set out in detail below any circumstances which could impact on these obligations. Please note that the Wisdom Services are concerned not to breach confidentiality in respect of a candidate's medical history. Should you wish to declare any medical history in confidence, we can arrange for you to bring the matter directly to the attention of their occupational health advisor

DECLARATION

1. I understand and accept that failure to disclose a material fact may constitute grounds for rejection of my application and/or termination of my employment. I hereby confirm my irrevocable consent to the appropriate authorities to making such enquiries as they deem necessary in respect of my suitability for the post in respect of which this application is made.*

2. I declare that, to the best of my knowledge and belief there is nothing on grounds of health which would preclude me from performing my duties in a consistent and satisfactory manner. I also declare that I am fully competent, fully capable and available to undertake the duties of the post.*

3. There is no reason on the grounds of character why my application should not be considered for this post. I also confirm that I have never been convicted in a court of law of any offence of a criminal nature. I am not currently under investigation or awaiting trial for any wrongdoing

4. I accept that if I make any misstatements, incomplete statements and/or false declarations I will be liable for disqualification from the competition and/or termination of my appointment to the position. *

Please tick box to indicate that you have read and understood each point of the Declaration

If you feel you are unable to agree with any of the above statements, please specify the reason why:

Signature: _____ Date: _____

HUMAN RESOURCES

WISDOM SERVICES

CREGG HOUSE

Garda Vetting Form

| | | | |
|---|-------------------------------|------------------------|--|
| Surname: | Previous Name (if Any) | | |
| Forename: | Alias: | | |
| Date of Birth: | | Place of Birth: | |
| Have you ever changed your name? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If yes please state former name: | | | |

Please list ALL addresses since BIRTH

| House No | Street | Town | County | Post Code | Country | Year From | Year To. |
|----------|--------|------|--------|-----------|---------|-----------|----------|
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Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No Yes Please provide details

| DATE | COURT | OFFENCE | COURT OUTCOME |
|------|-------|---------|---------------|
| | | | |
| | | | |
| | | | |

DECLARATION

The Commissioner
An Garda Siochana
Garda Central Vetting Unit
Racecourse Road ,Thurles
Co. Tipperary

I, the undersigned who have applied to work as a _____ hereby authorise An Garda Siochana to furnish to **Mr. Paul Egan, Human Resources Officer**, a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

Signature of Applicant: _____ Date: _____
()

Authorised Signatory _____ HR Department
(**Mr. Paul Egan**)

According to Garda records there are no previous convictions recorded against the above named applicant

Or the following convictions appear on Garda Records:

**Please return this form with your Application.
DO NOT bring it to your local Garda Station**