

Church of Ireland Theological Institute

Braemor Park, Churchtown, Dublin, D14 KX24
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APPLICATION FOR THE POSITION OF ACADEMIC ADMINISTRATOR (PART-TIME)

Surname:	Forename(s):	Title:
Address:		
Telephone: Mobile:	Other:	
Email:		

EDUCATION AND TRAINING

School/college/institution	Dates (month & year)	Examinations/subjects taken and results/qualifications awarded

EMPLOYMENT HISTORY

(Start with most recent employer and work backwards, continuing on a separate sheet if necessary)

Name and address of employer	Dates (month & year)	Position held, main responsibilities and reason for leaving

GENERAL INFORMATION

Are there any restrictions on your right to work in the Republic of Ireland? Yes No

If yes, please give details:

Have you ever been convicted of a criminal offence? Yes No If yes, please give details:

Please give any other relevant information about yourself, your experience and why you feel you would be suitable for this job:

REFERENCES

Please give **name, occupation, address, email and phone number** of two persons we can contact for references, at least one of whom can testify to your recent professional work. (No approach will be made to your present employer without your prior permission.)

1.

2.

I confirm that the above information is correct to the best of my knowledge. I understand that any omission or misrepresentation of information on this application form may in the event of my obtaining employment result in disciplinary action up to and including dismissal.

Signature:

Date:

Please complete and sign this form and send it together with your CV, marked **PRIVATE AND CONFIDENTIAL**, to:
Secretary to the Chief Officer, Representative Church Body, Church of Ireland House, Church Avenue, Rathmines, Dublin 6.

Applications may be submitted by email to recruit@rcbdub.org, preferably in pdf.

Completed applications must arrive no later than **4.00pm on Monday 9 January 2017**.