



Our Ref: BURSARY 2017 / _____ / _____

IMPORTANT
Please insert the job title of the placement you are applying for here:

LOUGHS AGENCY

BURSARY PLACEMENT OPPORTUNITY (10 months)

If you have a disability that makes reading difficult, this application form can be obtained in other formats.

- Completed Applications **MUST ARRIVE** not later than **3pm** on **Friday 10th February 2017**.
- Late applications will **NOT** be accepted.
- Please complete the form in Arial 12 font or legible BLOCK CAPITALS.
- Applicants must not reformat the application form.
- Selection for interview will be based solely on what is stated by you on this application form.

All sections must be completed for your application to be considered (**CVs are not acceptable**). Failure to complete any part of the application will render you ineligible for this competition.

Please send your completed application to:

**Human Resources Officer,
Loughs Agency, 22 Victoria Road, Derry~Londonderry, BT47 2AB**
PLEASE QUOTE REF NO: **BURSARY / 2017 /** on the front of your envelope.

The Loughs Agency is collecting this information for purposes related to your application and potential employment. We may check information provided by you, or information about you provided by a third party, with other information held by us. In line with our Personnel and Data Protection Policy we will not disclose information about you to anyone else unless the law permits us to do so.

Personal details

SURNAME: _____

FORENAMES: _____
(Underline the name you are known by)

NATIONAL INSURANCE / PRSI No:

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ADDRESS (inc. POSTCODE) _____

ADDRESS FOR COMMUNICATION if different _____

TELEPHONE: (Include dialling code)

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MOBILE NO:

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Secondary Level Education

Please provide details of your qualifications: GCSE, Leaving or Higher Certificate and/or others.

Year & Month of Exam	Type e.g. GCSE/RSA etc	Subjects	Result/Grade

Third level Education

Please provide details of your third level education e.g. diploma, degree, institute exams.

Year & Month of Exam	Type	Subjects	Result/Grade

Employment History

Please detail all your employment/self-employment **starting with the present/most recent.**

DATES (Start with present/most recent)		NAME & ADDRESS OF EMPLOYER	JOB TITLE	MAIN DUTIES	REASON FOR LEAVING Please be specific
From					
To					
From					
To					
From					
To					

Current Education

Please give details of your course of study.

NAME OF UNIVERSITY/COLLEGE: _____

DATE OF ENROLMENT: _____ TO BE COMPLETED BY _____

COURSE OF STUDY: _____

Competence for this Post

Please note that the information you provide will be used to determine whether or not we call you for interview therefore you should spend time completing this section in detail.

Please use the space below to tell us about yourself. Explain why you have chosen Loughs Agency for your placement and how it relates to your plans for the future.

Please use the space below to tell us how you meet the criteria, both essential and desirable.

References

Please give the name and address of a referee able to comment on your competence. References may not be sought from any person involved in the selection process. Prior consent of referees must be obtained.

NAME	ADDRESS	POSITION	TELEPHONE NO.

Other Information

Do you have a current driving licence (with not more than 6 penalty points) held for a minimum of two years?

YES

NO

If your licence has been endorsed please provide details _____

Do you have a disability that would require special arrangements to assist you at interview?

YES

NO

If you answered YES, please provide details _____

Declaration

ONLY APPLICATIONS THAT CONTAIN ALL THE REQUESTED INFORMATION WILL BE CONSIDERED. ANY CANDIDATE FOUND TO HAVE GIVEN FALSE INFORMATION OR TO HAVE SUPPRESSED ANY MATERIAL FACT WILL BE LIABLE TO DISQUALIFICATION OR, IF APPOINTED, TO DISMISSAL.

I declare that:

- The information in this application is correct to the best of my knowledge and belief and I acknowledge that if after I am appointed any material information discovered to be untrue may be considered by the Agency as sufficient grounds to warrant termination of my appointment on the grounds of misconduct;
- I have not canvassed in any way;
- I have read and understood the requirements of the post and the conditions of appointment.

SIGNATURE: _____

DATE: _____