



Mayo Education Centre
IONAD OIDEACHAIS MHAIGH EO

MAYO EDUCATION CENTRE

2018 APPLICATION FORM
FULL TIME CLERICAL OFFICER – GRADE 3

PERSONAL DETAILS

Name _____

Address _____

Telephone No _____ Email _____

EDUCATION DETAILS

Primary School(s) attended

Second Level School(s) attended From To

Third Level Institution(s) attended From To

EXAMINATIONS TAKEN

- 1. Intermediate/Junior Certificate _____
- 2. Other Certificates _____
- 3. Leaving Certificate: _____

Subject	Level	Grade

Third Level Certificates, Diplomas or Degrees:

Subject	Level	Grade	Date	Awarding Body

FURTHER EDUCATION, TRAINING and COURSES

- 1. Course title _____
- Course content _____
- Institution/Agency _____
- Dates From _____ To _____
- Qualification obtained _____

2. Course title _____
Course content _____
Institution/Agency _____
Dates From _____ To _____
Qualification obtained _____

3. Course title _____
Course content _____
Institution/Agency _____
Dates From _____ To _____
Qualification obtained _____

WORK EXPERIENCE

[Please start with the most recent or current position]

Current Employer _____
Address _____
Position held _____
Duties included _____
From _____ To _____
Reason for leaving _____

Previous Employer _____
Address _____
Position held _____
Duties included _____

Reason for leaving From _____ To _____

Previous Employer _____
Address _____
Position held _____
Duties included _____

Reason for leaving From _____ To _____

Previous Employer _____
Address _____
Position held _____
Duties included _____

Reason for leaving From _____ To _____

Please state why you consider yourself suitable for this position

Please give details of office administration experience you have to date

Please give details of your ICT skills and experience

In your work experience to date please state what has given you job satisfaction

Please give us some information on your interests and achievements

If successful, when would you be available to commence employment with Mayo Education Centre

REFEREES

(One of whom must be your most recent employer)

Name _____

Work address _____

Telephone/Fax _____

Position _____

Name _____

Work address _____

Telephone/Fax _____

Position _____

Please forward completed Application Form and Curriculum Vitae to:

**Attention of the Director
Post of Clerical Officer
Mayo Education Centre
Westport Road
Castlebar
Co. Mayo**

To arrive no later than 5pm Friday 22nd June 2018

**Canvassing will disqualify.
Mayo Education Centre is an equal opportunities employer.**