

AMNESTY INTERNATIONAL



Amnesty International Ireland

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Employment Application Form

Please type or write in black ink, as this form will be photocopied. All information will be kept confidential.

Notes: *Answer all questions *Do not attach a CV

Date	Post Reference Number
Post Applied For	

Personal Details

Surname	First Name
Title (Ms/Miss/Mrs/Mr/Dr/Other)	Name you prefer to be known as (if different from your first name)
Address	Telephone (day)
	Telephone (evening) (Please include all international dialling codes)
	Email
	Fax

General Information

<input type="checkbox"/> I already have the legal right to work in Ireland	
<input type="checkbox"/> I will require a work permit	
If appointed, when would you be able to start?	Are there any dates or times when you would NOT be available for interview?

Work Experience

Please describe your current and previous employment/voluntary work. Start with your current or most recent job/voluntary position.

Present or most recent employment/voluntary work

Employer's name and address	Date of commencement
	Period of notice required
	Post held
	Reason for leaving
Please give a brief description of the duties and responsibilities (attach one additional A4 sheet if necessary):	

Previous employment/voluntary work (most recent first)

You may continue on a separate sheet if necessary

From (month/year)	To (month/year)	Employer	Position and description of responsibilities

Please explain any gaps in employment history (e.g. travel, career breaks, etc.)

Education and Training

Please give details of course/s undertaken, relevant education and other qualifications obtained (including specialist in-house training, short courses, etc.) that are relevant to this post. **You may be asked to bring evidence of your qualifications.**

Dates		Name and address of institution/provider	Details of course attended	Duration of course and qualification gained (if any)
From	To			

Languages

Please indicate level: fluent, good, intermediate, basic. Start with first language ("mother tongue").

Language	Understand	Speak	Read	Write

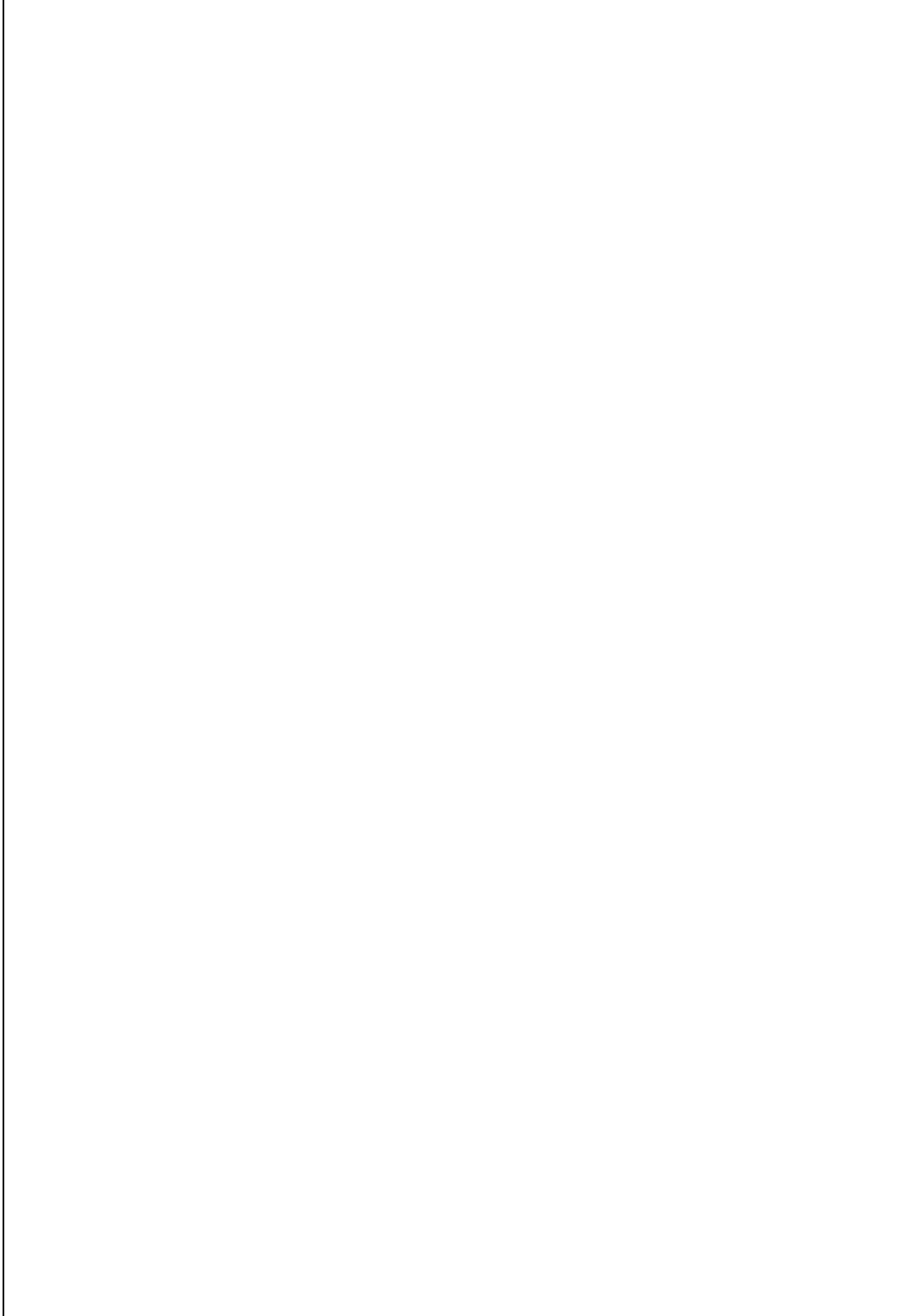
References

Please give us the name and address of two professional referees. The first should be your current or most recent employer/voluntary organisation, or course tutor if you are a student. The other should be someone who knows your professional work well enough to be able to comment meaningfully about your ability to carry out this job. They must not be related to you.

<p>1. Name</p> <p>Address</p> <p>Position</p> <p>Telephone</p> <p>Email</p>	<p>2. Name</p> <p>Address</p> <p>Position</p> <p>Telephone</p> <p>Email</p>
Relationship: current/or most recent employer	Relationship:
<p>When may we contact this referee?</p> <p><input type="checkbox"/> After short-listing</p> <p><input type="checkbox"/> After offer</p>	<p>When may we contact this referee?</p> <p><input type="checkbox"/> After short-listing</p> <p><input type="checkbox"/> After offer</p>

Other Information

Before completing this section, please read the Job Description and Person Specification for this post carefully. Please ensure that you address all of the criteria in the Person Specification by giving details of work experience (paid or voluntary), skills and achievements relevant to this post and any other information to support your application (*you may also attach up to **three sides of A4 only***).

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional information as requested in the text above. The box is currently blank.

Declaration (Confidential):

Have you ever been convicted of a Criminal Offence or been the subject of a Caution or of a Bound Over Order?

Yes No

Signed:

If yes, please state below the nature and date (s) of the offence (s):

Nature of Offence

Date of Offence

I confirm that nothing within my personal or professional background deems me unsuitable for a post that involves working with children.

I declare that the above information is true and give Amnesty International permission to contact previous employers for the purpose of checking references.

Signed: _____

Date: _____

Please return the completed form to Agata Senkara, Human Resources Manager, Amnesty International Irish Section, by email to positions@amnesty.ie by post to Seán MacBride House, 48 Fleet Street, Dublin 2, or by fax to +353 (0) 1 671 9338.