

Application Form for Clerical Vacancies.

Please complete all sections in block capitals.

PERSONAL INFORMATION

Surname _____ Other Names _____

For Correspondence

Address for correspondence: _____ Home Address (if different): _____

Tel. No. _____ Tel. No. _____

Age _____ Date of Birth _____ Place of Birth _____

EDUCATION – SECOND LEVEL

Leaving Certificate (or equivalent) Results
 Enter Higher (H) or Lower (L) as appropriate.

From: _____ Subject (Specify all subjects) H/L Grade

To: _____

School(s) _____

Address(es) _____

THIRD LEVEL

Post Leaving Certificate (PLC, Secretarial, FAS, Technical, Univerity, etc.)

College/University:	From:	To:	Qualification Obtained:	Result

EMPLOYMENT RECORD (any of the following employers may be contacted for references about me and any information given is privileged and will not be disclosed to me.)

From:	To:	Name, Address, Business of Employer	Job Title and Main Responsibilities	Reason for Leaving

COMPUTER SKILLS (Skill Level 1= basic, 2= intermediate, 3=advanced.)

Spreadsheets _____

Databases _____

Word Processing _____

Data Processing/input _____

INTERESTS, GAMES, HOBBIES (include any particular achievements)

ANY ADDITIONAL INFORMATION YOU WISH TO INCLUDE ON YOUR FORM

REFERENCES/REFEREES (one of whom may be a previous employer).

Name _____

Name _____

Address _____

Address _____

Tel. No. _____

Tel. No. _____

DECLARATION:

I declare that the answers and particulars given by me are, to the best of my knowledge, true in every detail. I understand that deliberate omissions or false, misleading information may lead to termination of any employment undertaken.

Signature _____

Date _____

Bus Éireann is an Equal Opportunities Employer.

Please return completed form to: Manager, Human Resources, Bus Éireann, Broadstone, Dublin 7.