

Division

- National Learning Network
- Rehab Enterprises
- RehabCare
- Rehab Group
- Rehab Lotteries

RehabGroup

Investing in People, Changing Perspectives

Roslyn Park, Beach Road, Sandymount, Dublin 4, Ireland

Tel: (01) 205 7200; Fax: (01) 205 7211

e-mail: recruit@rehab.ie

PLEASE COMPLETE ALL SECTIONS OF THE FORM

JOB DETAILS		
Job Reference	Division	Job Title
Location		

PERSONAL DETAILS			
Surname	Forename	Contact Number	E-mail address
Correspondence Address			
Home Address (if different from above)			
Professional Memberships/Associations			

EDUCATIONAL QUALIFICATIONS/TRAINING		
Dates of Study	Name & Type of School	Examinations Passed
Dates of Study	Name of College/University	Course & Qualifications
Dates of Study	Professional or Occupational Training/Apprenticeship etc.	Qualifications

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(Certification and Qualifications will be subject to verification)

CURRENT/LAST EMPLOYMENT		
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Company Name	Address	Telephone Number

Industry Sector	Date Joined	Date Finished

Job Title	Department	Total Employed in Company

Current Salary	Salary Expectation	Other Benefits

Notice period		

Why are you considering taking another job? Why are you leaving?		

Why are you interested in this particular role?		

Describe briefly your role and responsibilities and how you believe this experience might be of benefit to the Rehab Group (if successful)?		

What is your current/previous reporting structure – to whom do you report and who reports to you?		

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CAREER HISTORY
 (Please list previous positions held starting with the role previous to your current/last position)

Dates From - To	Company, Location and Nature of Business	Positions held and main responsibilities (if different positions were held in the same company, please give details)	Final Salary	Reason for Leaving

OTHER INFORMATION

Do you have a current full driving licence?	Licence Category	Do you require a work permit?

State degree of fluency of any language	Have you previously applied for a position within the Rehab Group? If yes please give details of position and when applied for
The Rehab Group operates a Positive to Disability policy. To assist us in implementing this policy you are invited to indicate if you have a disability and if any particular facilities would be of assistance to you at interview.	
Please use this space to outline any other information not already included which you feel may support your application.	

REFEREES			
Name	Company Address	Occupation	Contact details
			Phone: Fax: Email:
			Phone: Fax: Email:
			Phone: Fax: Email:

Satisfactory Garda/Police Vetting

It is the policy of the organisation to carry out Garda/Police vetting on candidates applying for posts that entail service provision to children and/or vulnerable adults or other posts as deemed appropriate.

I declare to the best of my knowledge that there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of this appointment.

Yes No

I have noted that any false information, knowingly furnished, could lead to an offer of employment being withdrawn or to dismissal.

Yes No

RECRUITMENT INFORMATION (OPTIONAL)
Please indicate how you heard of this vacancy: <input type="checkbox"/> Our internet site <input type="checkbox"/> Word of mouth <input type="checkbox"/> FÁS website

<input type="checkbox"/>	Press advertisement (Name of publication)	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Recruitment website (Please specify)		
I confirm that all statements given by me on this Application Form are true, correct and without omission. Any false information given will disqualify my application. I also confirm I have read, understand and fully accept the terms of the Rehab Group Data Protection Policy, as appended to this application form.			
Signature		Date	

Please note that if you are submitting this application via email you will be required to sign the form at interview



Data Protection Policy

The purpose of the Data Protection Acts, 1998-2003 ("The Act"), is to ensure that data of a personal or sensitive nature which is retained by an organisation is obtained and processed fairly within a secure environment, for the purposes specified at the time.

In compliance with the provisions of the Act, all application forms and personal information furnished to Rehab Group companies ("The company") will be kept only for lawful purposes. The company will use the data relating to you, which is collected in this application form or otherwise, for the purpose for which it has been collected, including processing your application, the performance of obligations or rights under any employment agreement which the specific company may enter into with you and for general administration. All data shall not be disclosed for any reason incompatible with the purpose for which it is kept.

Furthermore, the company not only intends to comply with its obligations under the Act, but also wishes to assure both employees and all other persons about whom it retains personal data, that this data will be processed in compliance with the Act and will be stored in a secure, confidential and appropriate manner. The data will only be stored whilst relevant and will not be disclosed to any person unless required by law. All due security measures will be taken by the company to ensure safeguarding of the information as per the terms of the Act.

Each Group company may share your data with another Group company for the

purposes of identifying prospective candidates for recruitment and selection for vacant positions. Under the Act, you may write to the Data Protection Co-ordinator at the above address and request a copy of the information, which Rehab holds. Should inaccuracies exist, a request may be made to amend or erase same. We reserve the right to charge the standard fee payable for a subject access request in terms of the Data Protection Act.

SUBMITTING AN APPLICATION

In order to submit your application, please email the completed application form as an attachment to recruit@rehab.ie. You are reminded to ensure that you have indicated the JOB TITLE, JOB REFERENCE and LOCATION in the subject line of the email.