

Application for employment

Clerical Officer



Dublin Bus

Application for employment

Clerical Officer



Further Education and training details

Type of education	Year	Certificates/Diplomas/Degrees obtained
Other Qualifications/Courses	Year	Certificates/Diplomas/Degrees obtained

Have you ever worked for Dublin Bus? Yes No
 If 'yes' please provide details:

Start and finish date	Position held	Location	Reason for leaving

Application for employment

Clerical Officer



Please include details of present or most recent employment and all employment over the past 10 years.

Current or most recent employment

Name and address of employer	Position held	Start date	Finish date	Reason for leaving

Name and title of supervisor/manager:

Telephone contact details:

Previous employment

Name and address of employer	Position held	Start date	Finish date	Reason for leaving

Name and title of supervisor/manager:

Telephone contact details:

Previous employment

Name and address of employer	Position held	Start date	Finish date	Reason for leaving

Name and title of supervisor/manager:

Telephone contact details:

Application for employment

Clerical Officer



Additional Information such as past times, hobbies and other relevant experience

References

We will request references from previous employers. However, if you have been Self-employed please give details of your accountant(s) in the space(s) provided below.

Name of referee or accountant	
Title/Position	
Company Name	
Address	
Telephone Number	

Application for employment

Clerical Officer



References contd.

We will request references from previous employers. However, if you have been self-employed please give details of your accountant(s) in the space(s) provided below.

Name of referee or accountant	
Title / position	
Company name	
Address	
Telephone number	

Other Work

If offered a position will you continue to work in any other company / organisation including voluntary work ?

Yes

No

If yes please provide details below (Dublin Bus needs to ensure that any other work does not conflict with the interest of Dublin Bus or any Company in the CIE Group and the Working Time Act)

Application for employment

Clerical Officer



Security declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence other than motoring.

Yes

No

If yes, please provide details of any unspent convictions (spent convictions within the meaning of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 do not need to be disclosed). Please note applicants are required to complete a self declaration on criminal offence form before they are employed with Dublin Bus. Should this be unsatisfactory, it may result in the offer of employment being withdrawn or where you have already commenced employment with Dublin Bus termination of your employment.

Application for employment

Clerical Officer



General Data Protection Regulation

I hereby give my explicit consent to Dublin Bus to use the information provided in this application form for recruitment and selection purposes and statistical and audit purposes only. Dublin Bus will ensure that the personal information submitted as part of the application will be stored or disposed of securely. Access to confidential information contained in this document will be restricted to those involved in the recruitment and selection process and will not be subject to International transfer.

By signing below you give your consent for the company to hold and process this information:

Signed : _____ Print name : _____

Applicants will be required to hand sign this application at a later stage in the recruitment process. Applications will be kept for eighteen months. To exercise your rights under data protection law please email dataprotection@dublinbus.ie

Additional information

I declare that the information I have given is true and accurate, and that I have not omitted any facts which may have a bearing upon my application. I understand that a false declaration which results in my appointment to Dublin Bus will render me liable to disciplinary action, including dismissal without notice.

I am legally entitled to take paid employment in the Republic of Ireland.

I consent to Dublin Bus seeking references from my previous employer.

Please tick: _____ Date : _____

Applicants will be required to hand sign this application at a later stage in the recruitment process.

Signature of applicant: _____ Date: _____