

# Confidential Application Form

***Please Note:*** *The application form must be completed in full. Incomplete or handwritten application forms will not be accepted. Please ensure that you include all relevant information in your application. Applications will be shortlisted on the basis of their content.*

***Please see our Data Protection Notice to understand about how SOLAS processes the personal information you provide in this application form.***

**POSITION**

Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you find out about this vacancy? - Newspaper (indicate name), other (please indicate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION** (in block letters, please)

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (Private): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone (Business):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EU National Yes No

If 'No' Please Give Details Of Work Permit/Visa Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a full, clean driving licence: \_\_\_\_\_\_\_\_\_\_\_\_\_

**SUPPLEMENTARY INFORMATION**

Have you applied previously for a post in SOLAS? Yes No

If so, please indicate post, location, date and outcome:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you availed of an Early Retirement Scheme or any other Exit Mechanism from another Irish Public Service Body which restricts your right to be re-employed again within SOLAS? In saying ‘No’ to this question, I declare that I am not aware of any reason which would prohibit me applying for this position.

Yes No

If ‘Yes’, please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IF OFFERED THE POST, HOW SOON WOULD YOU BE ABLE TO COMMENCE EMPLOYMENT?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION AND TRAINING RECORD**

Please list Schools, Colleges, Universities, etc., attended

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | From(mm/yy) | To(mm/yy) | Course Pursued | Qualification Obtained and NFQ Level  |
|  |  |  |  |  |

Please give details of any relevant Training or Courses Attended

|  |  |  |  |
| --- | --- | --- | --- |
| College/Institute | From(mm/yy | To(mm/yy) | Type of Training and Qualifications Obtained(if any) |
|  |  |  |  |

Additional Qualifications, Membership of Professional Bodies/Associations, etc.:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Languages Spoken/Written (state degree of proficiency):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***You will be required to Produce Evidence of Qualifications/Certificates of Attendance***

**EMPLOYMENT RECORD** - **Your Present Post**

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number Employed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reporting To (Job Title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Gross Salary: €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Benefits (Car, Commission, Bonus, Pension, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many staff do you supervise directly (if any)? \_\_\_\_\_\_\_\_\_\_ Indirectly (if any) \_\_\_\_\_\_\_\_\_

Job Details and Responsibilities: *(continue on an additional page)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EMPLOYMENT RECORD - PREVIOUS POSTS**

Please give details of all past posts held, starting with the most recent

|  |  |  |  |
| --- | --- | --- | --- |
| From To  | Name and Address of Employer | Job Titles & Duties | Reason For Leaving |
| (mm/yy) |  (mm/yy) |
|  |  |  |  |  |

Continue on a separate page, if necessary, with your name at the top.

Please enter here details of any period of time not already covered under education or work experience:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_

**In the following pages, please clearly outline your experiences in the Competencies below, as set out in the attachment to the advertisement for this Role.**

1. **Communications**

**2. Planning, Organising and Achieving Results**

**3. Teamwork & Builds effective Teams**

**4. Personal Management**

**ICT SKILLS**

|  |  |
| --- | --- |
| Package | SKILL LEVEL *(PLEASE TICK TO INDICATE SKILL LEVEL)* |
| **None** | **Basic** | **Advanced** | **Expert** |
| ms Word |  |  |  |  |
| ms PowerPoint |  |  |  |  |
| ms Excel |  |  |  |  |
|  |  |  |  |  |
| OTHER *(provide detail)* |  |  |  |  |

**ADDITIONAL INFORMATION**

Please give any additional information relevant to your application and detail your reasons for applying.

If necessary, you may use an additional page with your name at the top.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERVIEW ARRANGEMENTS**

**If invited for interview, please give details of any special arrangements required at the interview.**

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**LEISURE, INTERESTS & ACHIEVEMENTS**

Please list your leisure time interests/hobbies and achievements:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Membership of clubs, institutions or societies (indicate any office held):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES**

Names and addresses of two referees (**preferably your most recent previous employers**), not related to you, whom we may contact for references:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATA PROTECTION NOTICE**

1. **PERSONAL DATA COLLECTED AND OBTAINED**

This Data Protection Notice ("**Notice**") sets out the basis on which SOLAS ("**SOLAS**", “**we**”, "**our**" or “**us**”) of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the Personal Data you will provide when you apply for a position within SOLAS in this Confidential Application Form (the "**Form**"). This Notice details how SOLAS will process your personal information ("**Personal Data**") for the purpose of assessing and determining your eligibility for employment with SOLAS.

The Personal Data provided by you will be held by SOLAS as a controller.

SOLAS will process the Personal Data that you provide in this Form and that we obtain throughout the recruitment process (e.g. your name, contact details, existing/previous employment details, skills, qualifications etc.). If you are offered a position within SOLAS, and you accept that position, your Personal Data will be processed in accordance with the SOLAS employee data protection notice (which will be made available to you when you commence employment with SOLAS).

It is necessary for us to process your Personal Data in order to assess your Form. Ultimately, it may also be necessary for us to process your Personal Data in order to take steps to offer and enter into a contract of employment with you. In the event that you do not wish to provide us with your Personal Data for the purposes outlined in this Notice, we will not be able to assess your Form and/or offer you a contract of employment.

**IMPORTANT**: where you provide Personal Data about other individuals (e.g. your references), you agree that you are responsible for ensuring that such individuals know their Personal Data will be used by SOLAS in accordance with this Notice.

1. **HOW AND WHY WE PROCESS YOUR PERSONAL DATA**

This section details how ("**legal basis**") and why ("**purposes**")we process your Personal Data:

**Legal basis:** it is necessary for the performance of a task performed in the public interest to process your Personal Data based on our legitimate interests to facilitate the recruitment process. Should you be successful in the recruitment process, it will form the basis of your contract as an employee of SOLAS

* to determine whether you meet the minimum entry requirements for the post applied for
* to approve or decline your application and to communicate such decision to you
* to oversee your application and to ensure the smooth running of the recruitment process including screening, interview, presentation, medical and references
* to co-ordinate, taken action (as necessary) and organise your employment
* to respond to you when we receive any correspondence from you
* to retain your information (should you be unsuccessful) in order to contact you in relation to future vacancies within SOLAS that may be of interest to you.

**IMPORTANT**: When we process your Personal Data based on our legitimate interests, we make sure to consider and balance any potential impact on you and your data protection rights. We will not use your Personal Data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted by law). You have a right to object at any time to the processing of your Personal Data where we process your Personal Data on the legal basis of pursuing our legitimate interests.

**Legal basis:** it is also necessary to process your Personal Data for SOLAS to comply with legal obligations to which we are subject including for the following purposes:

* to ensure you meet the minimum entry requirements for the post as advertised
* to comply with Member State and European Union employment, equality and health and safety law.

**Legal basis:** It is necessary to process your Personal Data in order for us to determine your working capacity.

* To assess if you are fit to work or not fit to work (e.g. where you have suffered from an illness)
* To assist you obtain adequate support after/during you have suffered from a health condition which affects your work capacity.
1. **DISCLOSURE OF YOUR PERSONAL DATA**

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including medical providers and nominated referees.

We may also disclose your Personal Data to third parties: (a) if we are under a duty to disclose or share your Personal Data in order to comply with any legal or regulatory obligation or request or to perform a public function.

1. **HOW LONG WE KEEP YOUR PERSONAL DATA FOR**

Where you are **successful in the recruitment process**, the Personal Data generated by us and provided by you over the course of the job application/recruitment process will be retained by us for the purpose of your contract of employment. Such Personal Data will be retained in accordance with our Employee Data Protection Notice and Retention Policy (which will be available to you when you commence employment with SOLAS).

Where you are **unsuccessful in the recruitment process**, we will retain your Personal Data for a period of up to **12 months** after you attend an interview or submit your Form for the purposes of both contacting you in relation to future vacancies within SOLAS which we think may be of interest to you and, for the purpose of defending potential employment equality claims which you may bring against us.

Please note that in certain circumstances, we may hold your data for a longer period, for example, if we are processing an ongoing claim or believe in good faith that applicable European Union or Member State law or a relevant regulator may reasonably in our view expect or require us to preserve your Personal Data.

1. **YOUR RIGHTS**

This subsection sets out the rights which you have to address any concerns or queries with us about our processing of your Personal Data:

|  |  |
| --- | --- |
| **Right** | **Further Information**  |
| **Right to be Informed** | * You have the right to know whether your Personal Data are being processed by us, how we use your Personal Data and your rights in relation to your Personal Data. We comply with this by way of this Notice.
 |
| **Right of Access** | * You have the right to request a copy of the Personal Data held by us about you.
* We will only charge you for making such an access request where we feel your request is unjustified or excessive.
 |
| **Right to Rectification** | * You have the right to request that we amend any inaccurate Personal Data that we have about you.
 |
| **Right to Erasure** | * You have the right to ask us to erase your Personal Data where:
1. it is no longer necessary to perform your contract with us;
2. you object to the processing and we have no overriding legitimate grounds;
3. your Personal Data has been unlawfully processed; or
4. it must be erased to comply with a legal obligation.
 |
| **Right to Restriction of Processing** | * You have the right to ask us to restrict processing your Personal Data in the following situations:
1. where you contest the accuracy of your Personal Data;
2. where the processing is unlawful and you do not want us to delete your Personal Data; or
3. where we no longer need your Personal Data for the purposes of processing but you require the data in relation to a legal claim.
* When you exercise this right we may only store your Personal Data.
* We may not further process the data unless you consent or the processing is necessary in relation to a legal claim or to protect the rights of another person or legal person or for reasons of important public interest.
* We will inform you before the processing restriction is lifted.
 |
| **Right to Data Portability** | * You may request us to provide you with your Personal Data which you have given us, in a structured, commonly used and machine-readable format and you may request us to transmit your Personal Data directly to another controller, where this is technically feasible. This right only arises where:
1. we process your Personal Data on the legal basis that it is necessary to perform our contract with you; **and**
2. the processing is carried out by automated means.
 |

You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.

We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises.

You have the right to lodge a complaint with the Office of the Data Protection Commissioner with regards to us processing your Personal Data.

1. **CHANGES TO THIS NOTICE**

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this Notice will be effective immediately upon sending the revised Notice to you by e-mail.

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

1. **CONTACT US**

If you have questions or concerns about this Notice, or if you wish to exercise any of your rights as a data subject, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.

**DECLARATION**

I declare that the information in this document is, to the best of my knowledge, true in every detail. I understand that false statements may lead to disqualification, or if appointed, to termination of employment. I declare that I have read the Role Specification.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOLAS IS AN EQUAL OPPORTUNITIES EMPLOYER**