

Part-time Office Secretary Application Form



October 2018

Ashton School, Blackrock Road, Cork has a vacancy for a part-time Office Secretary.

- The successful candidate will be required to work during days when the school is open to students and other days as required.
- The hours of work are generally from 9.30 – 1.30 p.m.
- Duties include reception work, phone calls, email and ICT work. The ideal candidate will be required to have excellent ICT skills and be proficient in Word and Excel software.
- Remuneration will be in line with the Department of Education and Skills pay scale.
- Shortlisting may apply.
- Completed application forms should be submitted by post with curriculum vitae, two written references and a cover letter to the Principal, Ashton School, Blackrock Road, Cork on or before the deadline. Applications by email to ashton.dp@iol.ie
- The deadline for receipt of completed applications is 4.00 p.m. on Wednesday, 31st October.
- The successful candidate will be required to satisfy mandatory Garda vetting requirements. This appointment is subject to satisfactory Garda Vetting and the terms of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.

Section 1 – Personal Details

Name	
Address	
Email Address	
Telephone & Mobile	

Section 2 – Education/Training History

Please start with your most recent qualification obtained, the name of the school/college and the commencement and finishing date of each course.

From	To	School/College	Qualification obtained

Section 3 – Relevant Employment History

Please start with your most recent employment first. Please state the commencement and finish date, name and address of employer and the duties undertaken.

From	To	Employer's name and address	Duties

Section 4 – Additional Relevant Information

Additional information: Is there any other information, in addition to that provided above, that you should give the school in the interests of making full and frank disclosure of everything that might have a bearing upon its evaluation of your application? Please include any extra information which is relevant to the job you are applying for.

Section 5 – Referees

Include at least two professional referees i.e. people who will vouch for your professional ability and work experience. Please include their contact phone number.

Referee's name	Company's Name and Address	Position	Phone No.
1.			
2.			