**Application Form**

**Studentship Post Applied for: Library Studentship**

|  |  |
| --- | --- |
| **Section 1: Personal Details** | |
| Full Name |  |
| Address |  |
| Home Number |  |
| Mobile Number |  |
| Email Address |  |
| Are you eligible to live and work in Ireland? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2: Education & Training** | | | |
| **Second Level Education** | | |
| School Attended | Subjects in Final Examination and Results | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Further Education** Degree(s); Diploma(s); Certificate(s) | | |
| University / College | Award | Date of Award |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Other Training Completed** | | |
| Date | Course | Provider |
|  |  |  |
|  |  |  |
|  |  |  |
| **Section 3: Work Experience**  **Details of Employment in Chronological Order**  (All periods of employment should be noted and any gaps in your employment record should be explained): | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date**  **(approx):**  **From** | **Date (approx):**  **To** | **Company** | **Role** | **Outline principal duties and what you learned** |
|  |  |  |  |  |

|  |
| --- |
| **Section 4: Skills & Competencies** |

**Taking account of the requirements for this position as outlined in the information sheet, please give details of your own skills and personal qualities which you consider relevant for the role of Archival studentship.**

|  |
| --- |
|  |

**Please give details of any experience you have of working in a library or archive**

|  |
| --- |
|  |

**Please give specific details of your IT skills and any software programmes you have used, in particular those you have used in a library/archive environment.**

|  |  |  |
| --- | --- | --- |
| Package | Proficiency | Relevant Experience |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Section 5: Referees** |

**Names and addresses of two referees (preferably from two PREVIOUS EMPLOYERS including your current/most recent post)** NOTE*: Referees will not be contacted without prior approval from the applicant*

|  |  |
| --- | --- |
| **1.** | **2.** |

|  |
| --- |
| **Section 6: Declaration** |

**Data Protection Acts 1988 - 2018**

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held on computer is subject to the rights and obligations set out in the Data Protection Acts, 1988 - 2018. You are entitled under these acts to obtain, at any time, copy of information about you, which is kept on computer. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicants may be disqualified from consideration for employment if they provide false or misleading information as part of their application**.** Thank you for applying for this position with The National Library of Ireland. Completed application forms should be submitted by e-mail to [**careers@nli.ie**](mailto:careers@nli.ie).

**Canvassing will disqualify**

|  |
| --- |
| **Instructions for Completion** |

**Section 1 Personal Details** Complete all contact details in this section fully.

**Section 2 Education & Training**

Education and Training Record - the information you provide in this section will be evaluated at shortlisting and will provide a basis for the Interview Board to ask questions if you are called for an interview.

Include all professional, educational and training qualifications you have achieved.

**Section 3 Work Experience** – Starting with your most recent employment, work backwards, and outline your work experience. Ensure you provide evidence that you have the relevant skills, knowledge and work experience required.

**Section 4 Skills & Competencies**

This section is provided for you to outline why you consider yourself suitable for the position. It is an opportunity for you to outline why you believe you should get the job and highlight any additional relevant information or extra-curricular activities you haven’t already mentioned.

Remember your ability to communicate clearly and concisely in writing is also being assessed.

**Section 5 Referees** Give the names and addresses of two people who are not relatives who

are well acquainted with your professional background.

**Section 6 Declaration** Read the declaration carefully and sign.