** APPLICATION FORM**

**2025 SUMMER STUDENT EMPLOYMENT SCHEME**

**The completed form along with the supporting documentation must be saved as a PDF document and submitted by email to** [**recruit@roscommoncoco.ie**](mailto:recruit@roscommoncoco.ie) **on or before 4pm on Thursday 8th May 2025**

**Name in Full (Block Letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal Address (Block Letters)** *(****Notify at once, in writing, any change of address****)*: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Eircode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PPS No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you the holder of a full unendorsed Driving Licence: Yes No Licence No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Please submit photocopy)***

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **AM** | | **A1** | **A2** | **A** | **B** | | **BE** | **W** | | **C** | **CE** | **CI** | | **C1E** | **D** | | **DE** | **D1** | **D1E** |   **Categories of Licence held:**  ***(Please circle as appropriate)*** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **AM** | | **A1** | **A2** | **A** | **B** | | **BE** | **W** | | **C** | **CE** | **CI** | | **C1E** | **D** | | **DE** | **D1** | **D1E** | |

**Have you any disability which you consider Roscommon County Council should be made aware of?**

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**Do you require any special facilities/arrangements for the interview? Yes No**

**(e.g. wheelchair access).**

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**References: List the names of two responsible persons to whom you are known but not related.**

**1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL EDUCATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subject** | **Results** |
| **From** | **To** |
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**THIRD LEVEL EDUCATION:**

As per the Candidate Information Booklet, applicants for the Summer Student Employment Scheme must be a third level student in full-time education. Please set out details of your current third level course of study:

|  |  |
| --- | --- |
| **Name of College** |  |
| **Name of Course being undertaken** |  |
| **Year of commencement of course** |  |
| **Expected date of completion** |  |
| **List modules in current year of studies** |  |

**IT Skills:**

As per the Candidate Information Booklet, applicants for the Summer Student Employment Scheme must have good IT skills and experience of working with MS Word, Excel and Outlook. Please set out details of your IT skills (max 200 words):

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**EMPLOYMENT RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Position Held:** |  | | | |
| **Dates:** | **From** | **To** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Position Held:** |  | | | |
| **Dates:** | **From** | **To** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |

**Additional Information:**

Please include any additional information you wish to provide in the box below (max 200 words):

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Before signing this form, please ensure that you have replied fully to all questions. You should satisfy yourself that you are eligible under the Qualifications. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible but nevertheless enter may put themselves to unnecessary expense.

**Candidates may be shortlisted on the basis of the information provided on this application form.**

**The latest date for receipt of completed application forms is: 4pm on Thursday 8th May 2025.**

The completed application form must be saved as a PDF document and submitted by email to [recruit@roscommoncoco.ie](mailto:recruit@roscommoncoco.ie) using the following naming structure: “2025 Summer Student Employment Scheme – [Your Name]” (e.g. 2025 Summer Student Employment Scheme - Joe Bloggs)

**I, the undersigned, HEREBY DECLARE all the foregoing particulars to be true and give my permission for any enquiries to be made to establish such matters as age, qualifications, experience, character and for the release by other people, agencies, Garda/Police authorities or organisations of such information as may be deemed necessary by Roscommon County Council for that purpose. This may include enquiries from past/present employers and the submission of the application is taken as consent to this.**

# **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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###### ROSCOMMON COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

***CANVASSING BY OR ON BEHALF OF THE APPLICANT WILL DISQUALIFY***