# **Application Form**

# **Member Service Representative – MSR**

**Please complete in block capitals or type**

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

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

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

Tel: (daytime) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have authorisation to work in Ireland YES NO

***Delete as appropriate***

## **Education & Training/Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| **Schools**  **Name and Address** | **Subjects Studied**  **and Level** | **Award/Qualification**  **& Year Obtained** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Further Education**  **Name and Address** | **Course Studied** | **Award/Qualification**  **& Year obtained** |
|  |  |  |

## **Employment**

Please list your work experience below starting with your present or most recent employment. **Experience which complies with the essential requirements for the position should be marked with and asterisk \***

|  |  |  |
| --- | --- | --- |
| **Employer**  Name and Address | **Dates**  (from – to) | **Job Title and Nature of Duties** |
|  |  | Reason for Leaving: |
|  |  | Reason for Leaving: |
|  |  | Reason for Leaving: |
|  |  | Reason for Leaving: |

## **Competencies and Key Achievements**

Please list your key achievements in the relevant areas outlined below, demonstrating the required competencies for the role. (Maximum of 600 words in total)

1. **Customer Service** *(max 100 words)*

**2. Cash Handling and Numerical Accuracy** *(max 100 words)*

**Competencies and Key Achievements (continued)**

**3. Teamwork** *(max 100 words)*

**4. Communication & Interpersonal Skills** *(max 100 words)*

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| --- |
| **Health** |
| **Is your ability to perform the particular job for which you are applying limited in any way?** |
| **If so, how can Cara CU assist (please detail any special requirements you may have)?** |

## **Additional Information**

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| --- |
| **Information which you consider to be relevant to your application not already covered** |

## **References**

|  |  |
| --- | --- |
| **Please give the names and contact details of two people (not relatives) whom we may approach for reference purposes. One should be your present or most recent employer.** | |
| **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **2.**  **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

## **Data Protection**

*All personal information provided on this application form will be stored securely by Cara Credit Union Ltd. and will be used for the purposes of the recruitment process. Application forms are retained for a period of one year, and in the case of a successful candidate, the duration of employment and a minimum of one year thereafter. By submitting this application form, you consent to your information being submitted to and processed by Cara Credit Union Ltd. Following completion of the selection process, all personal information will be retained only by Cara Credit Union Ltd and this information will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references. You may, at any time, request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you within the one-year retention period, please contact the Data Protection Officer within Cara Credit Union Ltd.*

|  |
| --- |
| I confirm that the details contained in this application form are true and to the best of my knowledge and understand that they form part of any subsequent contract of employment.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |