

Ashdale Care (Ireland) Ltd
Guidance Notes for completing Application Pack

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM

APPLICATION PACK:

- All sections on the Application Form, must be completed in full, including Verification of Qualification's page, Medical Questionnaire and Garda Vetting Forms etc.
- Signed copies of all paperwork must be forwarded by post
- Incomplete Application Packs will be returned for amendment and completion in full

SECTION 1:

PERSONAL DETAILS

- All personal details to be completed in full

REFEREES:

- You must provide full contact details for THREE Referees
- First Referee must be current or most recent employer
- Additional two Referee's must know you in an employment, volunteering or academic capacity
- Referee's must not be personal friends or family
- You must ask Referee's permission to use their details for reference purposes
- You must follow up with Referee's to ensure they return reference requests in a timely manner

SECTION 2:

EDUCATION & QUALIFICATIONS:

- Details of all examinations and dates qualified must be included
- Full details of Degree / Diploma, including degree name, dates and University name to be entered

SECTION 3:

EMPLOYMENT:

- All dates of employment must include both the month & the year
- All dates of employment must run consecutively
- Employment section must include any dates of periods of unemployment or studying
- Reasons for leaving to be completed

SECTION 4:

SUPPLEMENTARY INFORMATION:

- Please provide any additional information you feel might be beneficial to support your application, including details of student placements and any volunteering positions you may have held.

SECTION 5:

- Application to be signed
- Signed copies to be returned via post to HR Department, Ashdale Care (Ireland) Ltd, 72 Armaghlughey Road, Ballygawley, County Tyrone, BT70 2LG

VETTING:

- On receipt of your Application Pack, an application will be sent to Garda Vetting. You will then receive an email from Garda Vetting requesting additional information. You must respond to this email as soon as possible to ensure the vetting process keeps moving forward. Garda Vetting can take approximately four weeks. Please check your “junk email” as the emails sometimes arrive into this inbox.
- If you have Enhanced Access NI clearance, please provide an up to date copy (dated within last 12 months).

CV:

- An up to date copy of your CV must be included with the Application Pack
- All dates and information within the CV must correspond with the information provided on the Application Form.