**Please note: *handwritten or incomplete application forms will not be accepted.***

1. **Position Applied For:**

**Title:** Accounts Payable Administrator

**Where did you hear about this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason *(please explain in 300 words or less, why you have applied for this position):***

1. **Personal Information:**

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

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

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

**Tel: (Daytime): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Do you have authorisation to live and work in Ireland? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you available to work 8:00 to 17:00 Monday to Friday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Salary Expectation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Third Level Education**

|  |  |  |
| --- | --- | --- |
| **College/ University/ Examining Body & years** | **Course Studied**  | **Award/ Qualification & Grade obtained** |
|  |  |  |

1. **Professional/Technical Qualifications/Membership**

|  |  |
| --- | --- |
| ***Professional/Technical Qualifications/Membership***  | ***Professional Body*** |
|  |  |

1. **Other relevant courses (including ICT)**

|  |  |  |
| --- | --- | --- |
| **Awarding Body** | **Qualifications** | **Length of Course** |
|  |  |  |

1. **Details of other formal/non-formal learning undertaken in the last 3 years**

*(This may include IT upskilling, involvement in committees/sub-committees, attendance at seminars, representative role(s) and other professional development.)*

1. **Please list your work experience below, starting with your present or most recent employment.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**Name & address | **Dates**(from – to) | **Title of post held & key responsibilities** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Summary of duties and level of responsibility in current post (or, if not currently working, your last post), and, if different, the post most relevant to the position applied for.**
2. **Competencies and Key Achievements**

*Please describe, with examples, your competencies for the requirements of the position.*

1. **Effective Communications** *(Maximum 300 words)*
2. **Attention to Detail** *(Maximum 300 words)*
3. **Effective Decision-making & Problem-solving** *(Maximum 300 words)*
4. **Drive for Results** *(Maximum 300 words)*

1. **Planning & Organising** *(Maximum 300 words)*

**10. ICT Skills – *please tick applicable skill level***

|  |  |
| --- | --- |
| Package | SKILL LEVEL |
| **None** | **Basic** | **Advanced** | **Expert** |
| ms Word |  |  |  |  |
| ms PowerPoint |  |  |  |  |
| ms Excel |  |  |  |  |
| sap Business one |  |  |  |  |
|  |  |  |  |  |

**11. Accommodation**

Please identify any accommodation you would require attending at interview or to carry out the position. *If you would prefer to discuss this in confidence by phone, please let us know here and we will contact you to discuss.*

**12. Additional Information**

Information which you consider relevant to your application in addition to that provided above.

**13. References**

|  |
| --- |
| Please give name and contact details of two people (not relatives) whom we may approach for a reference. One must be your present or most recent employer. We will not contact your current employer without first checking with you. |
| **Reference 1****Name:** **Title:****Company:****Address:****e-mail:****Tel:** | **Reference 2****Name:****Title:****Company:****Address:****e-mail:** **Tel:**  |

**14. Data Protection:**

All personal information provided on this application form will be stored securely by Java Republic and will be used for the purposes of the recruitment process.  Application forms will be retained for a period of one year, and in the case of a successful candidate, for the duration of employment and a minimum of six years thereafter.  This information may be disclosed to a third party, solely connected with assisting Java Republic with the recruitment and selection purposes and HR-related functions, and where necessary to comply with statutory requirements or seeking references. We assure applicants that information provided will only be used for the purposes for which it has been submitted.

**15. APPLICANT DECLARATION**

*In submitting this application, I declare to the best of my knowledge and belief that all particulars I have given are complete, true and accurate. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal.*

**SIGNATURE:** *(by email)* **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed application form should be emailed as an attachment to:

**HR@JavaRepublic.com**

Email subject line should read:

**Accounts Payable Administrator**

**Closing date for receipt of completed applications forms is:**

**Thursday 17th August 2017**