



St. John's Hospital Limerick

Guidance Notes on Completing Your Application Form

Your application form plays a very important part in our Recruitment and Selection procedure as it provides us with the only information that we have about you. The decision to short-list you for an interview will be primarily based on the information you provide in your application.

1. Make sure your application form is neat and well presented in order to create a good impression. The application form should be typed or completed in block capitals using a black ball point pen
2. Curriculum Vitae documents (CVs) will not be accepted as an application - you should complete all 7 sections of the official application form which may be submitted in either MS Word or pdf format only
3. You should ensure that you include details of any qualifications or training which you consider relevant to the post you are applying for. Please attach photocopies of all relevant educational certificates in single file pdf format only. Application attachments in file formats other than pdf will NOT be accepted and may invalidate your application. Should you be successful in receiving a job you will be required to produce original documents prior to being offered a contract of employment
4. You must list all your employment history following full time education. Start with your current or most recent position and work backwards. Please ensure that all dates are correct and that all gaps are accounted for
5. The description of your current or past duties should be brief and should include the main aspects that are relevant to the post you are applying for
6. When you have completed your application form read over it carefully, checking for errors and omissions. The form must be signed and dated. You are advised to keep a copy of your application form for your own records
7. We prefer electronic applications which should be sent to recruitment@stjohnshospital.ie and marked **Competition** in the subject line. However if you are delivering your application by hand, you must ensure that your application is submitted directly to the Human Resources Department. Claims that applications were left at reception or placed in post boxes will not be entertained. Late applications will not be accepted or acknowledged and you should allow for digital delays when sending your email application
8. Any false or misleading information will render a candidate liable to automatic disqualification or indeed dismissal if they are employed by the hospital
9. If you change address or other contact details you should notify the HR department immediately
10. From a Data Protection perspective, job applications will be held on file for a period of approximately one year