



FOR OFFICE USE

Student Ref # _____ Date _____

STUDENT PLACEMENT APPLICATION FORM

Thank you for your interest in Dominics Community Centre. All student applications are reviewed with consideration of current student opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information. Please complete all sections of this form to the best of your ability. The more information we have the easier it is to select the right person to place with us. If you require any assistance in completing this form please call the manager on 01-4590770 . Type or complete in block capitals and ensure you sign the form.

CONTACT DETAILS

Forename / First name	Surname	Proposed start date	Proposed end date
Are you over 18	Gender	Email address (please print clearly)	
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Tutor Name	Tutor Telephone	Tutor Email Address (please print clearly)	
Home Address & Postcode		Telephone (home)	
		Telephone (mobile)	
		Telephone (work)	

EDUCATION AND TRAINING

Please provide details of your previous educational and training experiences to date in the section below.

Period: from / to	Name of School, College or Training centre attended	Qualifications and name of course

NON FORMAL TRAINING

Please list any other relevant qualifications or non-certified courses.

EMPLOYMENT

Please provide details of any relevant employment experiences to date in the section below.

Period: from / to	Name and address of Employer	Position held and summary of duties

GENERAL INFORMATION

Please help us to place you effectively by completing the following information about yourself.

Please list the main subjects / topics on your course.
What are the objectives of your placement?
What do you think you can bring to the placement in terms of skills, experience, and abilities etc.

GENERAL INFORMATION CONTINUED

How do you feel your placement would benefit the Dominics Community Centre and its service users?

Why have you decided to take a placement with Dominics Community Centre ?

Please tell us how you heard about Dominics Community Centre.

- Information / Outreach meeting
- Dominics Community Centre Website
- Leaflet / Poster
- Word of Mouth
- Internet www. _____
- Other _____
- Media Radio / Television / Newspaper

PLACEMENT INTEREST

Is there an activity that you are particularly interested in for your proposed placement. (You may review our list of services on www.dominicccc.com)

What activity are you particularly interested in? Please explain why you choose this activity

AVAILABILITY

Please fill in details on days per week and hours per week your placement will require.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

If there are additional requirements for your proposed placement such as additional block weeks, specialist supervision etc. please let us know in the section below so we can see if we can accommodate your requirements.

REFEREES

Please provide the contact details of two referees who are in a position to assess your skill, knowledge and aptitude for your placement with Dominics Community Centre. References will only be accepted from those that know you in a professional capacity and therefore can't be accepted from family or friends. Please complete all details.

	First referee	Second referee
Period of time you are known to them.		
Name of referee		
Address of referee		
Daytime phone number		
Email address		

VETTING FOR STUDENT PLACEMENTS

Because of the nature of our work we need to know the following

Do you have a criminal record or have you committed a criminal act ? *	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access NI Clearance / Garda Vetting provided by the college	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*NB. This includes 'spent' convictions. If the answer is yes, we may need to discuss it with you. It will not necessarily prevent your placement. If you wish you may give further details below.		

DECLARATION

I declare that the information given on this form is complete and correct to the best of my knowledge and that I understand that inaccurate or false information given may result in an offer of placement being withdrawn. Application forms must be signed and dated.

Applicants Signature	Date