



Please attach a recent passport sized photograph

UCD School of History and Archives
Certificate in Records Management (Z167)
Application Form 2013/14

1. Applicants should complete and return this form by post or by hand (not email) to Jennifer O'Reilly, School of History and Archives, University College Dublin, James Joyce Library Building, Belfield, Dublin 4, Ireland.
2. It should arrive on or before **28 June 2013 at 1pm.**
3. Applicants *must* enclose with this form
 - A current Curriculum Vitae
 - A letter of reference from their employing organisation, for example from a line manager, human resources officer or any other individual to whom applicants report indicating their suitability to take the course, identifying the position they occupy at present and indicating that he or she will be returning to this position or to a related one within the organisation on completion of the certificate course.
 - A photocopy of the personal page from their passport *or* birth certificate.
4. Acknowledgement of the receipt of this form will be made where an email address is supplied.

1. Surname

Forenames

Title

		Dr, Miss, Ms, Mrs, Mr, Other (specify)
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2. Date of birth

3. Address

Telephone number and email

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4. Education

Leaving Certificate (or equivalent) subjects and date obtained

Other qualifications with date obtained

5. Computer proficiency

Please indicate the level you have obtained in using Word and other applications

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6. Contact details of referee whose reference is enclosed

Full name of referee

Full name of institution

(including title or position and email)

(including postal address)

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7. Details of present position

Please describe the nature of your present position in terms of responsibilities, the length of time you have worked in this position, the physical nature (digitally born, paper, digitised etc) and extent of the records for which you are responsible and the type of work you carry out on a daily basis.

8. I hereby apply for admission to the Certificate in Records Management commencing in September 2013

Signature: _____ Date: _____

This form may be made available to admissions, teaching and tutoring staff of the Certificate in Records Management. The information it contains may also be used in recordkeeping systems in the School of History and Archives. Information will only be used for course related purposes and will be kept securely.

An electronic version of this form can be requested from jennifer.oreilly@ucd.ie Subject header: Certificate in Records Management