

**Certificate in
Mentoring and
Education
Application Form -
Academic Year
2020/2021**



PERSONAL DETAILS

SURNAME*	FORENAME*
ADDRESS LINE 1*	GENDER* Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
ADDRESS LINE 2*	DATE OF BIRTH* DD / MM / YYYY
ADDRESS LINE 3	PPS NUMBER*
TOWN/CITY*	NATION OF BIRTH*
COUNTY*	CITIZENSHIP*
EIRCODE*	FIRST LANGUAGE*
E-MAIL ADDRESS*	MOBILE NUMBER*
EMPLOYMENT STATUS	LANDLINE NUMBER
Have you been living in an EU country for 3 of the last 5 years?*	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

* COMPULSORY FIELDS – MUST BE COMPLETED

EDUCATION DETAILS

Second Level Education (Complete if you do not have FET, 3rd level or professional qualifications):

Name of Second Level School Attended		
Address		
Qualification Obtained (please tick)		Year of Award
Junior/Intermediate Certificate	<input type="checkbox"/>	
Leaving Certificate	<input type="checkbox"/>	

Further Education/Third Level Education/Other Courses/Training undertaken (Complete with your highest qualification):

Name of College Attended			
Address			
Qualification Obtained	Year of Award	Overall Result	Awarding Body
Course Name			

All applicants must enclose a copy of their highest qualification with their application form otherwise your application will not be considered

If you have previously attended IT Tralee please state Student ID No.

EMPLOYMENT/VOLUNTEERING DETAILS (IF ANY)

Company Name, Address and Industry Sector	Job Title	From-To	Description of Duties

Please state clearly below links to any relevant agencies or organisations, nature of involvement etc.

Organisation/Agency Name and Address	Nature of Involvement

Digital Competency

Are you confident using computers for basic tasks, for example, email, filling out an online application form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you carry out basic Internet searches e.g. using Google or Internet Explorer for example?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

FEES

Fees do not apply to applicants who are successful in gaining entry to the course. There is an allowance to cover participation in the course.

DISABILITY/SPECIFIC LEARNING DIFFICULTY

If you wish to disclose a disability or specific learning difficulty please tick here ____ and we will contact you with the option to provide more information to allow the University to consider any specific support needs you may have.

DECLARATION (Must be signed and dated by all applicants)

I certify that the information I have provided on this form is accurate to the best of my knowledge. I agree that the University has authority to seek information from other Institutions in order to evaluate the information provided on this form. If admitted to the Munster Technological University I agree to abide by such University Rules, Rights & Responsibilities.

Signature of Applicant _____ **Date** _____

DATA PROTECTION

The University is the data controller for all personal data that it holds and processes and is subject to the Data Protection Acts 1998- 2018. You will find the relevant details and information at this link:

<http://www.ittralee.ie/en/InformationAbout/InstituteandDepartments/StudentDataPrivacyStatement/>

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 5.00PM ON FRIDAY 29TH JANUARY 2021

Please return Application Form and relevant documentation to:

Lifelong Learning Department, Munster Technological University - Kerry Campus, Tralee, Co. Kerry.

Telephone: 066 7191701 E-mail: lifelonglearning@ittralee.ie Website: www.ittralee.ie