

## **Guidance document for completion of Application Form 2019**

- 1. The 2019 application form is an online application form. In order to complete the form you must enter a Gmail email address. Should you not have an existing account you will need to create one. Applications received by post will not be accepted.**
- 2. Please ensure you allow yourself sufficient time to complete this application and that it is submitted in a timely fashion.**
- 3. The completed application form must be signed where necessary and submitted electronically as one document by 10<sup>th</sup> December 2018.**
- 4. All supporting documentation (with the exception of reference forms) must be uploaded to the online application form. All supporting documentation must be clearly labelled with the applicants name and the section to which it relates e.g. Jane Smith Publication 1A, Jane Smith Publication 1B etc.**
- 5. Section 3: Exam results / Degrees / Academic Distinctions received from a non-English speaking college must be translated into English and certified.**
- 6. It is the responsibility of the applicant to ensure that reference forms are submitted by the 7<sup>th</sup> January 2019. Documents received after that date will not be scored at shortlisting.**

***Should you have any difficulty in completing the application form or require assistance please contact the training administrator of the college [rebecca.martin@eyedoctors.ie](mailto:rebecca.martin@eyedoctors.ie) or alternatively at weekends please contact, the Dean of the college, Ms. Delaney [yvonedelaney1@gmail.com](mailto:yvonedelaney1@gmail.com)***