

Maynooth University IT Services Application Form for: Computing Assistant

Please complete this form fully using either black ink or type and print out the form.
Please note that C.V.s are not accepted.

Section 1	Personal details		
Title:	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>
Last Name:			
First Name:			
Address:			
Mobile phone:			
Maynooth University Email: <small>Please note: e-mail communication is only through the universities e-mail account</small>			
Student number:			

Section 2	Professional or technical qualifications / experience	
<p>Part of the Computing Assistant responsibility is to provide first level troubleshooting for PCs, printers and standard software applications. Please state your experience (work experience or training) of the following topics:</p>		
Hardware	Computer	
Software	MS – Operating Systems	

Software	MS – Office 365	
If you have previously worked in a desktop computer support capacity please state briefly when, where, how long and the nature of the work:		
Other	Company:	
	Company:	

Section 3	Availability (Please tick all shifts you would be available to cover) Earliest Start Date:		
There are three shifts:	<ul style="list-style-type: none"> • Morning = 08:30 – 13:00 • Afternoon = 13:00 – 17:00 • Night = 17:00 – 21:30 		
	Morning	Afternoon	Night
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Section 4	Reference Who may we contact in order to get a reference?
Last Name:	
First Name:	
Postal address (in case it is off campus)	
Phone number:	
Email address:	

Section 5	Please use space below to summarise any additional information necessary to describe additional qualifications / comments.

Section 6	Applicant declaration / Returning this form
	I certify that the information I have provided is true and correct
Date:	
Signature:	

**Please send this form to:
Maynooth University, IT Services, North Campus, Eolas Building**

Section 7	For IT Services use only		
Date received:			
Processed by:			
Appointed:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Applicant informed	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Date: <input type="text"/>