

# Foundation Certificate in General Studies IN BUSINESS AND COMMUNITY STUDIES

## Application Form

The Institute of Technology, Tralee intends to deliver a one-year FETAC validated Foundation Certificate in General Studies in Business & Community Studies. Where the course is over subscribed, priority will be given to applicants from RAPID/CLAR areas and/or Social Welfare recipients.

This course is expected to be delivered weekdays from 9.00 am to 1.00 pm, Monday to Friday. As part of the programme participants will study the following modules:

- Business Information Technology
- Business Management
- Work Placement
- Communications and Personal Effectiveness
- Community and Enterprise Studies
- Office Administration

Work placement takes place one morning per week in the second semester.

Completed application forms to be returned for the attention of:  
**Lifelong Learning Department, Institute of Technology Tralee, North Campus, Tralee, Co Kerry**  
By no later than

**5.00pm on Wednesday 10<sup>th</sup> September, 2008**

Interviews are scheduled to take place during the week commencing 15<sup>th</sup> September, 2008.  
Any additional information you may feel would be relevant can be attached to your application.

**FIRST NAME:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **MOBILE NUMBER:** \_\_\_\_\_

**ARE YOU OVER 18 YEARS OF AGE:** YES ☐ NO ☐

**ARE YOU IN RECEIPT OF A WELFARE ALLOWANCE:** YES ☐ NO ☐

**IF YES, PLEASE STATE THE NAME OF THE ALLOWANCE:**

**TO PARTICIPATE IN THE COURSE YOU MUST BE AVAILABLE TO ATTEND CLASSES AT COLLEGE AND COMPLETE A MANDATORY WORK PLACEMENT FROM 9.00AM TO 1.00PM, MONDAY TO FRIDAY INCLUSIVE FOR THE COMPLETE ACADEMIC YEAR 2007/08.**

**ARE YOU IN A POSITION TO MAKE ABOVE TIME COMMITMENT:** YES ☐ NO ☐

**Do you have a Disability/Specific Learning Difficulty? If relevant, please tick this box. YES ☐**

**Please give details if relevant:**

\_\_\_\_\_

**PLEASE GIVE DETAILS OF COURSE/S YOU HAVE PREVIOUSLY ATTENDED:**

[illegible]

**PLEASE GIVE DETAILS OF CURRENT AND PREVIOUS EMPLOYMENT:**

[illegible]

**PLEASE OUTLINE WHY YOU WANT TO PARTICIPATE IN THE COURSE:**

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**PLEASE OUTLINE WHAT YOU HOPE TO ACHIEVE FROM PARTICIPATING IN THE COURSE:**

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**ADDITIONAL INFORMATION YOU FEEL IS RELEVANT TO YOUR APPLICATION:**

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**PLEASE RETURN YOUR COMPLETED APPLICATION FORMS TO:**

**LIFELONG LEARNING DEPARTMENT,  
INSTITUTE OF TECHNOLOGY TRALEE,  
NORTH CAMPUS,  
TRALEE.**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS**

**5.00 pm on Friday 5<sup>th</sup> SEPTEMBER, 2008**

**INTERVIEWS ARE SCHEDULED TO TAKE PLACE DURING THE WEEK COMMENCING 15<sup>TH</sup> SEPTEMBER 2008**

**APPLICANTS WILL BE INVITED TO ATTEND FOR INTERVIEW AT INSTITUTE OF TECHNOLOGY TRALEE.**

**DATE AND TIME OF INTERVIEW TO BE NOTIFIED BY POST TO THE APPLICANT**

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