

# APPLICATION FORM - COACHING LEVEL TWO

## LEVEL 2 COACH EDUCATION

To apply for Level 2 Coaching Qualification, please complete ALL details below and return this to address:

Coaching Courses, Tennis Ireland, Dublin City University, Glasnevin, Dublin 9.

Please complete all sections of this form clearly and in BLOCK CAPITALS

All information received in this form will be treated confidentially.

## PERSONAL INFORMATION

Surname		First Name	
Postal Address			
Date of Birth		PPS No. / National Insurance No.	
Telephone Home		Telephone Mobile	
E-Mail Address			

## PREVIOUS COACHING EXPERIENCE

Previous Qualifications Relevant Sporting Qualifications (Including Tennis)

Please indicate your current level of Coaching Qualification with Tennis Ireland

Level 1		Level 2		Level 3	
Other (Please State)					

\*Please include evidence of your coaching qualification with your application form. Evidence can include a copy of your official Coaching Certificate from Tennis Ireland, an official letter from Tennis Ireland stating your qualification on Tennis Ireland paper. **Failure to produce such evidence on application submission will result in your application to the course being rejected.**

Cont.

MEDICAL INFORMATION

To ensure that your needs are met during courses please indicate if you have the following:

Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Heart Condition	<input type="checkbox"/>	Wheelchair Req.	<input type="checkbox"/>
Other (Please indicate)		<input type="text"/>			

BACKGROUND INFORMATION

Please give details including dates of any previous experience that you have had working in a Tennis Club (Coaches must have one years minimum tennis coaching experience in a club)

Please give names and addresses of two responsible people whom we can contact and who from personal knowledge, are willing to endorse your application (Referees cannot be relatives of the applicant). If you have had previous involvement in sport one of these names should be that of an administrator or leader in your last club or place of employment.

Referee One

Referee Two

Full Name	<input type="text"/>	Full Name	<input type="text"/>
Full Address	<input type="text"/>	Full Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Designation	<input type="text"/>	Designation	<input type="text"/>

Do you agree to abide by the Guidelines contained in the Tennis Ireland Child Protection and Good Practice Guidelines 2005, available at [www.tennisireland.ie/clubs/child\\_protection](http://www.tennisireland.ie/clubs/child_protection) and by the Tennis Ireland Coaches Code of Conduct (also available from the above link—Child Protection Guideline Four).

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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## DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN

*(Please Read This Information Carefully)*

Statement of non-discrimination:

Tennis Ireland is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients/customers and employees.

For the purposes of your application for the post of coach it is our policy to ask for a check to be carried out on all candidates by An Garda Síochána. Enclosed in this form is a copy of Tennis Irelands Garda Vetting form, we ask all applicants to complete this in full stating all addresses from birth to present date. Any information that does not apply to you please mark with an N/A.

You must tell us now if you have any cases pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You must include all offences, even minor matters such as motoring offences, and 'spent' convictions, that is things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of criminal record or other information will not debar you from registration/appointment unless Tennis Ireland considers that the conviction renders you unsuitable. In making this decision Tennis Ireland will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors that may be relevant.

**Please note: Garda Vetting applies to candidates from the Republic of Ireland only. If you are applying from Northern Ireland you will be vetted through the Criminal Records Bureau (CRB) Enhanced Disclosure process at a later date.**

Do you agree to complete in full all details of the Garda Vetting Form and allow Tennis Ireland to undertake a full Garda check on you?

YES		NO	
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\* Certain applicants may have already successfully passed through the Tennis Ireland Garda Vetting process within the last four years. If you have already received a letter from Tennis Ireland confirming your Garda Vetting application form and has been approved please display the Reference Number of this letter below:

Garda Vetting Ref. No.	
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I declare that all answers are complete and correct to the best of my knowledge and I will inform the designated person of any future convictions or charges. I consent to this check being made via the statutory authorities in which I intend to work. I am also aware that Tennis Ireland, as an umbrella organisation carrying out the check may, following discussions with myself, share the information returned with my club chairperson.

Signature of Applicant	
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Name (BLOCK)	Date
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**Please return this application to:** Coaching Courses, Tennis Ireland, Dublin City University, Glasnevin, Dublin 9.



Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No

Yes

Please Provide Details

DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION OF APPLICANT**

I, the undersigned who have applied to work as a \_\_\_\_\_ hereby authorise An Garda Síochana to furnish to **Tennis Ireland** a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, the State or elsewhere as the case may be.

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
( \_\_\_\_\_ )

*To be completed by Tennis Ireland only*

Authorised Signatory: \_\_\_\_\_ (Tennis Ireland)  
PLEASE PRINT ALSO ( \_\_\_\_\_ )

Registration Number: \_\_\_\_\_

*To be completed by the Garda Central Vetting Unit*

According to Garda records there are no previous convictions recorded against the above named applicant:

**OR** the attached convictions appear on Garda Records:

**OR** the attached prosecutions are pending;

**NOTE:** Checks were carried out by this office based on the information supplied.  
The convictions supplied may apply to the subject of your enquiry.  
Please verify information disclosed with the applicant.

Signed: \_\_\_\_\_ Member I/C

C.V.U.