



# Preparing a CV



The aim of your Curriculum Vitae (CV) is to get you an interview with an employer and, therefore, it should give a clear summary of your education, work experience, achievement and abilities.

## **Personal Details**

### **Include:**

- Name
- Contact details: Address, telephone/mobile number, email address.

## **Work Experience**

Information should follow a chronological order, with the most recent employment first.

### **Include:**

- Date
- Job Title
- Employers Name & Address
- Responsibilities/Duties.

## **Education & Training**

Information should also follow a chronological order, with the most recent course completed first.

### **Education Include:**

- Date
- Level achieved

### **Training Include:**

- Date
- Course Title
- Course Provider
- Certification Achieved

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# Preparing a CV

## Work Skills

You can list skills, knowledge that you may not have included in education & training

Include:

- Languages
- Computer Skills
- Driving Licence

## Hobbies & Interests

Include:

- Responsibilities e.g. Captain of local hurling team

## Referees

It is acceptable to state

- Reference available on request  
or
- Name, address, telephone number of the referees



## CV Checklist



The CV should

1. have a clear layout
2. not be more than two A4 pages
3. be checked for spelling, grammar and punctuation

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# Tips on a Covering Letter



## **When sending a Curriculum Vitae (CV) to apply for an advertised position:**

- Address the letter to a named individual in the company
- Refer to the position applied for and advise that you enclose your Curriculum Vitae (CV)
- Use a font that is easy to read (courier, arial)
- Sign the letter personally

## **When sending a Curriculum Vitae (CV) to a company 'on spec':**

- Address the letter to the relevant department or section in the company
- Refer to the position you desire
- Focus the letter on the potential employer's needs
- Specify your availability for interview
- Use a font that is easy to read
- Check for spelling, grammar and punctuation
- Sign the letter personally

# Tips on how to prepare for a Job Interview



- Be clear about why you want the job and show a good knowledge of what the company does, including the job description
- It is essential to know your Curriculum Vitae (CV) thoroughly; it creates a bad impression if you're not able to elaborate on qualifications, interests and experience
- Have a list of questions ready to ask; try to anticipate what you will be asked and practice your answers
- Presentation is very important. You should dress suitably for the interview
- Arrive at least 15 minutes early
- Make eye contact with the interviewer and greet them politely
- Be honest about why you want the job or have left a previous job. If you are leaving an old job, be positive about the reasons for your decisions
- Take all interviews seriously no matter how informal they may seem
- Acknowledge weaknesses but present them as strengths
- Expect the unexpected like very awkward questions or a sudden requirement to demonstrate skills
- Be positive, be confident and smile

# How to Complete an Application Form



- Read through the whole form and the instructions before filling in any sections
- Photocopy, or copy down questions and answer them in rough, before you fill in the form
- Follow any instructions as to how the form should be completed, e.g. please use black ink or block capitals only
- Answer all parts of every question. If the question does not apply to you then mark it 'not applicable' or 'N/A'
- Keep a copy of application form when completed to look at it before an interview

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# FÁS Services available to you in your local office



**FÁS services are available to all EEA nationals. Persons from outside the EEA wishing to avail of FÁS services should contact their local FÁS office to check their eligibility. A PPS number is required when registering with FÁS**

- **A guidance interview** with an Employment Services Officer to discuss employment opportunities, training courses and other options which may lead to employment.
- **Career Guidance** and help with identifying skills which may be used in other job areas – visit [www.careerdirections.ie](http://www.careerdirections.ie)
- **Touch Screen Kiosks** – FÁS have user friendly touch screen kiosks with print facilities that give information on jobs and training.
- **Newspapers** – FÁS display all job advertisements from local/national newspapers.
- **Free phone Service** available for registered Jobseekers on 1800 611116 providing details on job vacancies.
- **Online CV** – Jobseekers can also input their CVs directly on the FÁS Jobs Ireland database using the website [www.fas.ie](http://www.fas.ie) Employers can access these CVs through this database and contact the Jobseeker.

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**1800 611 116**

[www.fas.ie](http://www.fas.ie)



## How to find a job through the FÁS Network

- **FÁS** – details of vacancies registered with FÁS can be accessed through any FÁS Employment Service Office and/or the FÁS Jobs Ireland site [www.fas.ie](http://www.fas.ie) or using the touch screen kiosks in any local FÁS office
- **Local Employment Services (LES)** – details of vacancies registered with FÁS can be accessed through any LES office
- **Aertel** – details on FÁS services are available on the Aertel Service. Viewers with Tele-text can access this information at home
- **Newspapers** - FÁS display all job adverts from the local newspapers in the local offices
- **Working in Europe** – details of jobs in other European countries are also available on the internet at <http://europa.eu.int/eures> or by contacting an advisor in FÁS through the European Placement Services



**1800 611 116**

[www.fas.ie](http://www.fas.ie)

# General Information for Jobseekers



## **Opening Hours of FÁS Employment Services offices:**

Monday to Thursday                      **9am to 5.00pm**  
Friday    **9am to 4.45pm**

You can view vacancies/courses online at anytime on [www.fas.ie](http://www.fas.ie) or, if you have registered with FÁS, you can use the free phone service 1800 611 116 (during FÁS opening hours) to access details

## **How to get a PPS number:**

Customers seeking a PPS number should first contact their nearest **Social Welfare office**

## **How to check that your qualifications are recognised in Ireland:**

Contact the **National Qualifications Authority in Ireland (NQAI)**, 5<sup>th</sup> Floor, Jervis House, Jervis Street, Dublin 1. Tel 01 8871500

## **Where can I find information on wages and employment rights?**

The following are website links to various agencies with relevant information:

[www.entemp.ie](http://www.entemp.ie) Department of Enterprise, Trade and Employment

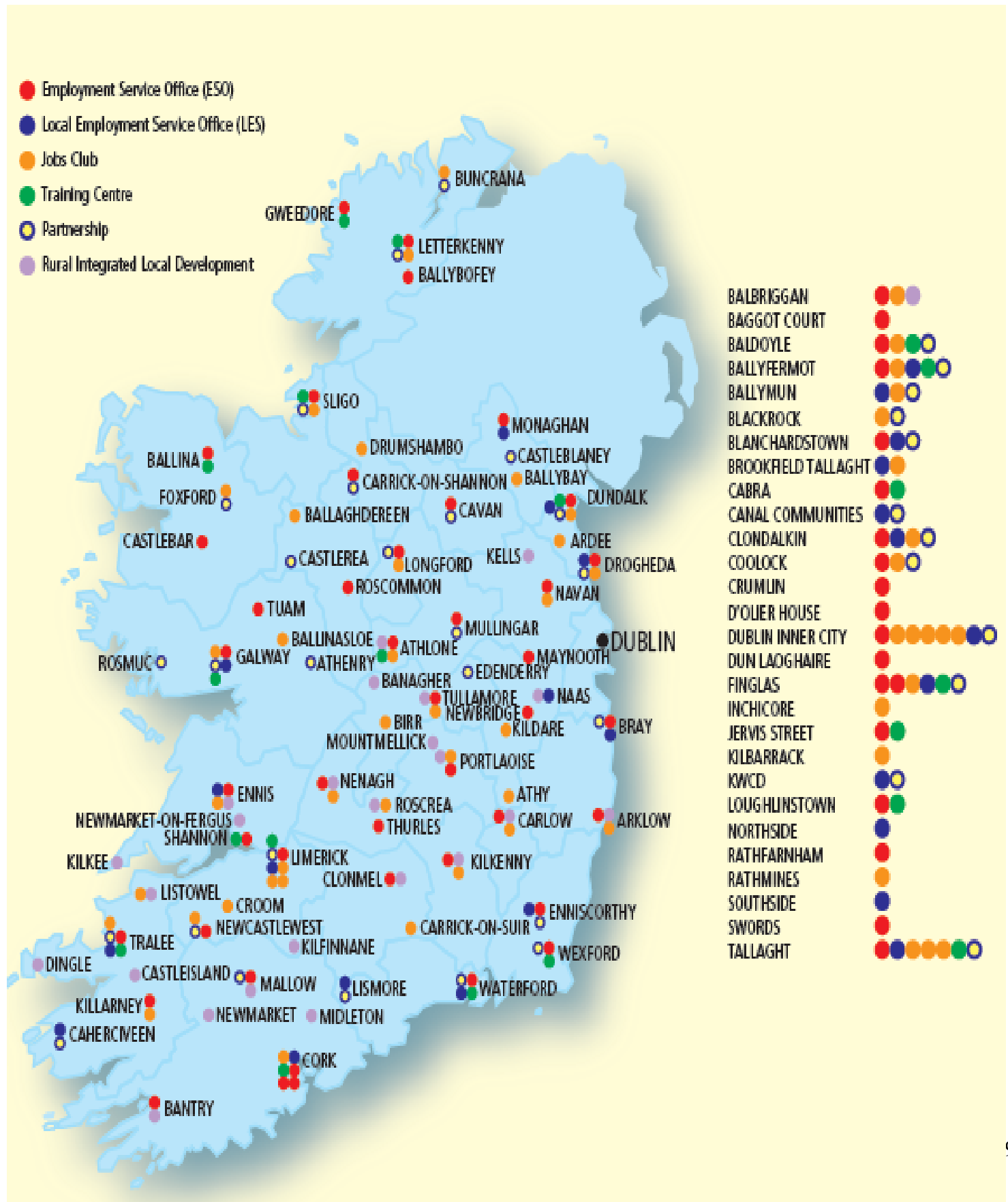
[www.nera.ie](http://www.nera.ie) National Employment Rights Authority

[www.citizensinformation.ie](http://www.citizensinformation.ie) Citizens Information

[www.labourcourt.ie](http://www.labourcourt.ie) The Labour Court

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# Locations of FÁS Offices, LES Offices, Jobs Club, Training Centres, Partnership & Rural Integrated Local Development



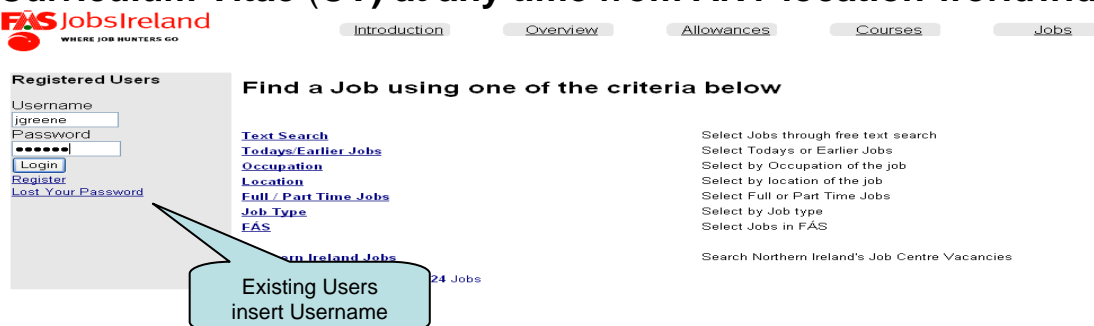
# Guide to Using the Curriculum Vitae (CV) facility on FÁS Jobs Ireland



- Access FÁS Jobs Ireland – [www.fas.ie](http://www.fas.ie)
- Select – Jobseeker
- Select – Find a Job
- Select – Register (on left hand side of screen)  
This is necessary if you wish to use the Curriculum Vitae (CV) facility and send your CV to an Employer.
- You must have an email address to use the service. If you do not have a current email address there is a facility available to set one up.
- You should be aware that registering to use the Curriculum Vitae (CV) service on the web does not imply that you are formally registered with FÁS. To register with FÁS you can call into any FÁS Employment Service Office nationwide.



- Once registered user you can access, modify/change/print your Curriculum Vitae (CV) at any time from ANY location worldwide.



# Guide to Using the Curriculum Vitae (CV) facility on FÁS Jobs Ireland



- Once registered you can now set up your Curriculum Vitae (CV), change your password or details (system issues the same password as the username).

**FÁS Jobs Ireland** WHERE JOB HUNTERS GO

Introduction Overview Jobs Courses Your CV Allowances User info

Welcome Jane to FÁS Jobs Ireland

FÁS offers you the following possibilities :

- [Overview :](#) Introduction to the System
- [Jobs :](#) Retrieve information on Jobs
- [Courses :](#) Retrieve information on Training Courses
- [Your CV :](#) Enter your Curriculum Vitae into the System, so that it comes available to all the companies and organisations that use the CV database for recruiting.
- [Allowances :](#) FÁS Training allowances
- [User info :](#) Change your password etc...

**To change your password**

**To create/edit your CV**

- Click on your name

**FÁS Jobs Ireland** WHERE JOB HUNTERS GO

Introduction Overview Jobs Courses Your CV Allowances User info

Your CV : Identification Number: 219815 Click on your name for the details of your CV or to change your CV.

[Jane Bloggs](#) 10 The Hill, Swords, Co. Dublin, .

**EXTRA** Click here for the extra multimedia options (multimedia presentation) for your CV

**Reaction** Click here for an overview and management of the reaction(s) on your CV

**Click on your name**

- Complete relevant fields – save regularly

**Remark:** Fields with a **YELLOW** background are **REQUIRED**

**Personal Information**

If the following information is incorrect or incomplete, **please modify your user information.**

**Ms. Jane Bloggs**  
Address : 10 The Hill, Swords, Co. Dublin, Country : Ireland  
Telephone : 01 6070500 Fax : 01 6070600 E-Mail : jane.bloggs@fas.gov.ie  
Language : English  
Date of Birth : 19/01/1960 Place of birth: [Dropdown]

**Complete your user information with following data.**

CV Location: **Swords - Dublin North County (code=41101)** [Dropdown]

How, when and where I can be reached:  
By post, e/mail, mobile 087.1234567 any time

Employment Status: [Unemployed]

**Education**

List of Educational Qualifications Achieved :  
Education Level : Leaving Certificate Ordinary  
School/University : Our Lady of Mercy  
From : 09/1975 To : 06/1980 [Update]

Click here to add education [Add Education]

**Training Courses**

Click here to add training [Add Training]

**Work Experience**

Click here to add experience [Add Experience]

**Language Skills**

# Guide to Using the Curriculum Vitae (CV) facility on FÁS Jobs Ireland



- You must include at least One wanted job

Other Relevant Skills (not mentioned in previous fields) :

[Click here to add a new Licence](#)

**You must include at least ONE wanted job**

**Employment Sought**

[Click here to add your job choice](#)

**Important!**  
This information is used by employers as search criteria, please ensure the availability of your CV by entering at least one preferred job.

The region where you want to work :

**Additional Information**

Information about STRENGTHS :

- To protect your work you should save details regularly

References :

Available from (date) :

Do you have your own transport :

**Preview / Save**

[Click here for an impression of how your CV will be presented to Employers](#)

Would you like your personal information to be saved  Open

Current expiry date for CV is 04/09/2006

New Expiry date for this CV when saved:  (mm/yyyy) [To close your CV, modify the expiry date.](#)

Your Password :

**To protect your work you should save details regularly**



1800 611 116

[www.fas.ie](http://www.fas.ie)

# Guide to Using the Curriculum Vitae (CV) facility on FÁS Jobs Ireland



- **Preview Curriculum Vitae (CV)** – this allows you see how it looks.
- **Expiry date can be set.** If you set an expiry date for your Curriculum Vitae (CV) it will close off the system. If you would like to use this feature insert your password and save Curriculum Vitae (CV).
- **Open** means name and details (not Date of Birth) are visible to Employer. **Closed** they are not.

## Important!

This information is used by employers as search criteria, please ensure the availability of your CV by entering at least one preferred job.

The region where you want to work :

### Additional Information

Information about STRENGTHS :

References :

Available from (date) :

Do you have your own transp

Expiry Date can be set. Insert password and save CV.

Preview CV see how it looks.

Preview / Sa

Preview CV

[Click here for an impression of how your CV will be presented to Employers](#)

Would you like your personal information to be shown on your CV (a so-called OPEN CV) : Closed  Open

Current expiry date for CV is 20/08/2005

New Expiry date for this CV when saved:  (dd/mm/yyyy) To close your CV, modify the expiry date.

Your Password :

Open means name and details (not DOB) are visible to Employer. Closed they are not.

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# Guide to Using the Curriculum Vitae (CV) facility on FÁS Jobs Ireland



## Recommendations

You are advised:-

- To keep the Username and Password issued safe (need it to log on).
- To change your password.
- Examine the fields required for your Curriculum Vitae (CV) and print a copy of the Template.
- You should prepare the text to be included on the Curriculum Vitae (CV) template avoiding formatting where possible (as the web is written in html code formatting used in Word for example may appear differently when inserted on the web).
- Once you have completed the Curriculum Vitae (CV) offline, you can log onto your account and copy and paste the details into the Curriculum Vitae (CV) template. To protect your work (in case your connection drops to your internet service provider) you should regularly SAVE details within the document before exiting (need your password for this).
- This reduces lengthy sessions on-line and prevents you losing any data.

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## CV is completed and Saved?

- Your Curriculum Vitae (CV) is now awaiting validation (checked) by FÁS staff before being made available to Employers.

FÁS will examine the content of the Curriculum Vitae (CV) for particular areas such as:-

- Wanted job inserted
- Education/work details included
- General issues such as spelling may be advised to you if we feel its creating a poor image of your Curriculum Vitae (CV) (you should spell check it first)

Feedback may be given by e/mail where FÁS feels that work is still required before validation. The Curriculum Vitae (CV) may be temporarily closed by FÁS until you make any amendments. Once you save the Curriculum Vitae (CV) again it returns to FÁS for validation.

# Guide to Using the Job Search facility on FÁS Jobs Ireland



- Access FÁS Jobs Ireland – [www.fas.ie](http://www.fas.ie)
- Select – Jobseeker - More About Jobseeking

Foras Áiseanna Saothair  
Training & Employment Authority

Quick Links Construction Skills Certification Scheme

**FÁS** Jobs  
WHERE JOBS  
For the right job, make  
**1800 61**

Gaeilge Home Jobseeker Employer Training Co

**WELCOME TO FÁS**  
**Ireland's National Training and Employment Authority**

FÁS enhances the skills and competencies of individuals and enterprises in order for Ireland to further develop as a competitive, inclusive, knowledge-based economy. It strives to do this through the provision of tailored training and employment programmes that suit everyone's needs.

More about FÁS ...

**JOBSEEKER**

Looking for the right job in Ireland or abroad? Need career advice or practical information? Search the FÁS Jobs Ireland database for your ideal job...

[MORE ABOUT JOBSEEKING >>](#)

Click Here →

- Select – Find a Job

Home Jobseeker Employer Training Communities About Us Contact FAS

**Jobseeker**

[home » Jobseeker](#)

**Jobseeker**  
Pointing you in the Right Direction

[Find a Job](#) Career with FÁS

**FÁS** Jobs Ireland  
WHERE JOBSEEKERS GO

Finding the right job is an exciting and challenging task. FÁS provides expert guidance and resources, with access to job vacancies, online CV profiling for employers from all over Europe, and effective CV-to-job matching at [FÁS Jobs Ireland](http://www.fas.ie) (freephone 1800 611 116).

# Guide to Using the Job Search facility on FÁS Jobs Ireland



- **Search the Jobs using different criteria:**

Find a Job using one of the criteria below

[Text Search](#)

Select Jobs through free text search

[Todays/Earlier Jobs](#)

Select Todays or Earlier Jobs

[Occupation](#)

Select by Occupation of the job

[Location](#)

Select by location of the job

[Full / Part Time Jobs](#)

Select Full or Part Time Jobs

[Job Type](#)

Select by Job type

[FÁS](#)

Select Jobs in FÁS

[Northern Ireland Jobs](#)

Search Northern Ireland's Job Centre Vacancies

The system has a Total of 3267 Jobs

## Text Search

### Retrieve Vacancies : Select using Textsearch

Enter the keywords by which you wish to search for job vacancies.  
Please use only complete words (e.g. "plumber" not "plumb") you may combine words with "and" and "or" to expand or refine your selection.  
Click on the link for a list of [Noise Words](#) that should not be used in the search

Total of: 3278 Jobs

Job Title:	<input type="text"/>
Job Description:	<input type="text"/>
Job Location:	<input type="text"/>

Select the vacancies

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# Guide to Using the Job Search facility on FÁS Jobs Ireland



## Today's /Earlier Jobs

### Retrieve Jobs : Select Today's or Earlier Jobs

Click on the desired category to select all the Jobs that belong to this category (the number of Jobs is shown beside the category) OR Click on  before the category the subcategories

Total of: 3278 Jobs

- [Today's Vacancies \(147\)](#)
- [Yesterdays Vacancies \(0\)](#)
- [0-1 Week Old \(563\)](#)
- [1-2 Weeks Old \(852\)](#)
- [2-4 Weeks Old \(1162\)](#)
- [Over a Month \(477\)](#)
- [Over 2 Months \(72\)](#)



## Occupation

### Retrieve Jobs : Select by Occupation of the job

Click on the desired category to select all the Jobs that belong to this category (the number of Jobs is shown beside the subcategories)

Total of: 3273 Jobs

- [Animal, Land, Marine, Mining & Exploration \(71\)](#)
- [Arts, Literature \(20\)](#)
- [Cleaning, Security & Maintenance \(367\)](#)
- [Factory, Production & Related Services \(147\)](#)
- [Hair & Beauty \(140\)](#)
- [Hotel, Tourism, Travel & Catering \(686\)](#)
- [Information Technology \(139\)](#)
- [Professional, Administrative, Clerical \(397\)](#)
- [Purchasing, Warehousing, Transport, Distribution\(103\)](#)
  - [Management, Supervisory \(10\)](#)
  - [Distribution \(0\)](#)
  - [Purchasing, Materials Control \(10\)](#)
  - [Transport \(69\)](#)
  - [Warehousing \(14\)](#)
- [Sales, Marketing, PR, Advertising & Property \(462\)](#)
- [Social, Health, Welfare, Childcare \(345\)](#)
- [Sport & Leisure \(38\)](#)
- [Trades & Related Occupations \(359\)](#)
- [Training & Education \(64\)](#)



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# Guide to Using the Job Search facility on FÁS Jobs Ireland



## Location

### Retrieve Jobs : Select by location of the job

Click on the desired category to select all the Jobs that belong to this category (the number of Jobs is shown beside the category) the subcategories

**Total of: 3273 Jobs**

- [Dublin \(1034\)](#)
- [Overseas \(127\)](#)
- [Westmeath, Longford, Laois, Offaly, Kildare \(350\)](#)
- [Limerick, Clare, Tipperary North \(328\)](#)
- [Louth, Cavan, Monaghan, Meath \(311\)](#)
- [Northern Ireland \(63\)](#)
- [Sligo, Leitrim, Donegal \(168\)](#)
- [Online \(0\)](#)
- [Waterford, Wexford, Carlow, Tipperary South, Kilkenny, Wicklow\(399\)](#)
  - [Wicklow \(99\)](#)
  - [Carlow \(69\)](#)
  - [Kilkenny \(67\)](#)
  - [Tipperary \(South Riding\) \(141\)](#)
  - [Waterford City \(61\)](#)
  - [Waterford County \(60\)](#)
  - [Wexford \(82\)](#)
- [Cork, Kerry \(482\)](#)
- [Galway, Mayo, Roscommon \(278\)](#)

## Full / Part Time

### Retrieve Jobs : Select Full or Part Time Jobs

Click on the desired category to select all the Jobs that belong to this category (the number of Jobs is shown beside the category) OR Click on the subcategories

**Total of: 3273 Jobs**

- [Full Time Vacancies \(2224\)](#)
- [Part Time Vacancies \(1049\)](#)

## Job Type

### Retrieve Jobs : Select by Job type

Click on the desired category to select all the Jobs that belong to this category (the number of Jobs is shown beside the category) the subcategories

**Total of: 3273 Jobs**

- [Apprentices \(43\)](#)
- [Employment Programmes \(260\)](#)
- [Jobs \(2968\)](#)
- [Social Economy \(0\)](#)

# Guide to Using the Job Search facility on FÁS Jobs Ireland



## FÁS

### Retrieve Jobs : Select Jobs in FÁS

Click on the desired category to select all the Jobs that belong to this category (the number of Jobs is shown beside the category) the subcategories

**Total of: 3273 Jobs**

- [Non FÁS Jobs \(3260\)](#)
- [FÁS Jobs \(1\)](#)

## Northern Ireland Jobs

### Retrieve Vacancies : Northern Ireland Job Search

Welcome to FAS's Northern Ireland job search portal. This portal allows you to search vacancies currently available from Northern Ireland's JobCentre.

#### Search Criteria

Show Vacancies Created In The Last:

Days

Keyword: (e.g. mechanic, cook etc.)

Number of Results Per Page:

- **Show Vacancies**

[Show Vacancies](#) Click here to show the vacancies for your current selection

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# Guide to Using the Job Search facility on FÁS Jobs Ireland



- If your search results in more than 200 Jobs you will be asked to refine your selection

Please refine your selection to a maximum of (200) Jobs by adding a new selection :

[Text Search](#)

[Todays/Earlier Jobs](#)

[Occupation](#)

[Location](#)

[Full / Part Time Jobs](#)

[Job Type](#)

[FÁS](#)

[Northern Ireland Jobs](#)

Select Jobs through free text search

Select Todays or Earlier Jobs

Select by Occupation of the job

Select by location of the job

Select Full or Part Time Jobs

Select by Job type

Select Jobs in FÁS

Search Northern Ireland's Job Centre Vacancies

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# Useful Websites

Internet addresses of a number of websites giving up-to-date information



## JOB WEBSITES

<b>FÁS</b>	Training & Employment Authority	<a href="http://www.fas.ie">www.fas.ie</a>
	* Disability Information	<a href="http://www.fas.ie/en/Equality/Disability/default.htm">www.fas.ie/en/Equality/Disability/default.htm</a>
	* Disability Equipment	<a href="http://www.fas.ie/en/Useful+Links/Assistive+Technology.htm">www.fas.ie/en/Useful+Links/Assistive+Technology.htm</a>
	* <u>Living &amp; Working in Ireland</u> : Information to help with a move to Ireland such as migrant support groups; state bodies; trade and professional associations; higher education; accommodation; salaries; job databases; private recruitment agencies. This section is also available in other languages, namely <u>Czech</u> , <u>German</u> , <u>Latvian</u> , <u>Lithuanian</u> , <u>Polish</u> and <u>Slovakian</u> .	
<b>Civil Services</b>	Civil Services Vacancies	<a href="http://www.publicjobs.ie">www.publicjobs.ie</a>
<b>EURES</b>	EU Jobs Websites	<a href="http://www.europa.eu">www.europa.eu</a>

## Labour Market Research

Information sources on skills and labour market aspects in Ireland; Europe and Internationally  
<http://fascms1.fasoffice.com/en/Useful+Links/Labour+Market+Research.htm>

## CAREERS DATABASE

<b>FÁS Career Directions</b>	<a href="http://www.careerdirections.ie">www.careerdirections.ie</a>
QualifaX	<a href="http://www.qualifax.ie">www.qualifax.ie</a>
Vocation Education Committee (VEC)	<a href="http://www.cdvec.ie">www.cdvec.ie</a>
FETAC Website	<a href="http://www.fetac.ie">www.fetac.ie</a>
Careers Portal	<a href="http://www.careersportal.ie">www.careersportal.ie</a>
Psychometric Tests	<a href="http://www.shl.com">www.shl.com</a>
Hazchem	<a href="http://www.hazchem.ie">www.hazchem.ie</a>
Graduate Ireland	<a href="http://www.gradireland.com">www.gradireland.com</a>

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Internet addresses of a number of websites giving up-to-date information



## RECRUITMENT WEBSITES

Careers Register	Accountancy & Finance Specialists	<a href="http://www.careers-register.com">www.careers-register.com</a>
Accountancy	Accountancy Vacancies	<a href="http://www.accountantsjobs.com">www.accountantsjobs.com</a>
Osborne recruitment	Accounts/Insurance/Travel	<a href="http://www.osborne.ie">www.osborne.ie</a>
Finance Jobs	Accounts/Finance	<a href="http://www.financejobs.ie">www.financejobs.ie</a>
Hays Accounts & Finance	Accounts/Finance	<a href="http://www.hays.ie">www.hays.ie</a>
Ann O'Brien Recruitment	Administration	<a href="http://www.aob.ie">www.aob.ie</a>
First Staff	Administration	<a href="http://www.firststaff.ie">www.firststaff.ie</a>
Ace Personnel	All Sectors	<a href="http://www.acepersonnel.ie">www.acepersonnel.ie</a>
Adecco	All Sectors	<a href="http://www.adecco.ie">www.adecco.ie</a>
Headhunt International	All Sectors	<a href="http://www.headhunt.ie">www.headhunt.ie</a>
HRM Ireland	All Sectors	<a href="http://www.hrm.ie">www.hrm.ie</a>
IRCON	All Sectors	<a href="http://www.irishrecruitment.ie">www.irishrecruitment.ie</a>
Irishjobs	All Sectors	<a href="http://www.irishjobs.ie">www.irishjobs.ie</a>
Loadza	All Sectors	<a href="http://www.loadzajobs.ie">www.loadzajobs.ie</a>
Monster Recruitment	All Sectors	<a href="http://www.monster.ie">www.monster.ie</a>
Recruit Ireland	All Sectors	<a href="http://www.recruitireland.com">www.recruitireland.com</a>
Reed Employment Solutions	All Sectors	<a href="http://www.reed.ie">www.reed.ie</a>
Grafton Recruitment	All Sectors Multilingual	<a href="http://www.grafton-group.com">www.grafton-group.com</a>
Childcare Recruitment	Childcare	<a href="http://www.childcare-recruitment.com">www.childcare-recruitment.com</a>
Dublin Childcare Agency	Childcare	<a href="http://www.childcare-recruitment.com">www.childcare-recruitment.com</a>
Manpower	Construction	<a href="http://www.manpower.ie">www.manpower.ie</a>
Construction	Construction Sector Jobs	<a href="http://www.construction-jobs.ie">www.construction-jobs.ie</a>
Constructions	Construction Sector/ Drivers	<a href="http://www.nixers.ie">www.nixers.ie</a>
Drivers Employment	Drivers	<a href="http://www.driversdirect.ie">www.driversdirect.ie</a>
Dublin Bus Website	Dublin Bus Vacancies	<a href="http://www.dublinbus.ie">www.dublinbus.ie</a>
Hotel/Catering	Hotel/Catering Jobs	<a href="http://www.hoteljobs.ie">www.hoteljobs.ie</a>
Noel	Hotel/Catering, Industrial, Customer Services (Languages)	<a href="http://www.noelrecruit.ie">www.noelrecruit.ie</a>
Hotel Keepers	Hotel/Catering/Chef	<a href="http://www.barkeeper.ie">www.barkeeper.ie</a>
Multiflex	Industrial Staffing Specialists	<a href="http://www.multiflex.ie">www.multiflex.ie</a>
CPL	IT Contract/Permanent Specialist	<a href="http://www.cpl.ie">www.cpl.ie</a>
Elan IT Recruitment	IT Sector	<a href="http://www.elanit.ie">www.elanit.ie</a>
Rescon IT Recruitment	IT Specialist	<a href="http://www.harveynash.com">www.harveynash.com</a>
Sigmar Recruitment	IT Specialist	<a href="http://www.sigmarrecruitment.com">www.sigmarrecruitment.com</a>
Google Jobs	IT/Telesales Multilingual	<a href="http://www.google.ie/intl/en/jobs/">www.google.ie/intl/en/jobs/</a>
Prosperity	Media & Marketing	<a href="http://www.prosperity.ie">www.prosperity.ie</a>
Alliance Nurse Agency Ltd	Medical Nursing	<a href="http://www.alliancenurses.ie">www.alliancenurses.ie</a>
Nursing Board	Medical Nursing Jobs	<a href="http://www.nursingboard.ie">www.nursingboard.ie</a>
Best Personnel	Medical Sector	<a href="http://www.bestpersonnel.ie">www.bestpersonnel.ie</a>
CPL	Medical/Pharmacy/All Sectors Multilingual	<a href="http://www.cpl.ie">www.cpl.ie</a>
Sales Placements Limited	Sales	<a href="http://www.sales-placement.ie">www.sales-placement.ie</a>
Prosperity Recruitment	Sales/Media Specialists	<a href="http://www.prosperity.ie">www.prosperity.ie</a>
Federal Security	Security	<a href="http://www.federalsecurity.ie">www.federalsecurity.ie</a>
Paragon Security	Security Vacancies	<a href="http://www.paragonsecurity.ie">www.paragonsecurity.ie</a>
Active Link	Social Work/ Volunteering Work	<a href="http://www.activelink.ie">www.activelink.ie</a>

# Useful Websites

Internet addresses of a number of websites giving up-to-date information



## USEFUL LINKS

### **Disability**

Relevant Government Departments; agencies; and associated organisations working in the disability field. This section includes profiles of different disabilities.

### **Assistive Technology**

Organisations which can offer advice and/or solutions to people with disabilities on available equipment and possible adaptations. [www.assistireland.ie](http://www.assistireland.ie)

### **Social Inclusion & Equal Opportunities**

Relevant Government Departments; agencies; and associated organisations working in the social inclusion field.

### **Irish Government Departments & State Organisations**

All Government Departments and State Organisations including Central Government; commercial semi-state bodies; constitutional offices; education bodies; the Health Service Executive; local authorities; North/South institutions; police/defence forces; state agencies; state sponsored bodies and statutory/independent bodies. Irish Government Departments & State Organisations

- Agriculture and Food <http://www.agriculture.gov.ie/>
- Arts, Sports and Tourism <http://www.arts-sport-tourism.gov.ie/>
- Communications, Marine and Natural Resources <http://www.dcenr.gov.ie/>
- Community, Rural and Gaeltacht Affairs <http://www.pobail.ie/>
- Defence <http://www.defence.ie/>
- Education and Science <http://www.education.ie/>
- Enterprise, Trade and Employment <http://www.entemp.ie/>
- Environment, Heritage and Local Government <http://www.environ.ie/en/>
- Finance <http://www.finance.gov.ie/>
- Foreign Affairs <http://www.foreignaffairs.gov.ie/>
- Health and Children <http://www.dohc.ie/>
- Justice, Equality and Law Reform <http://www.justice.ie/>
- Social and Family Affairs <http://www.welfare.ie/>
- The Taoiseach <http://www.taoiseach.gov.ie/>
- Transport <http://www.transport.ie/>

**FAS Jobs Ireland**

WHERE JOBSEEKERS GO

**1800 611 116**

[www.fas.ie](http://www.fas.ie)

# Useful Websites

Internet addresses of a number of websites giving up-to-date information



## All State Organisations

- **Central Government**  
<http://www.irlgov.ie/organisations/list.asp?type=1&D=Central+Government>
- **Commercial Semi-State Bodies**  
<http://www.irlgov.ie/organisations/list.asp?type=2&D=Commercial+Semi%2DState>
- **Constitutional Offices/Bodies**  
<http://www.irlgov.ie/organisations/list.asp?type=18&D=Constitutional+Offices+%2F+Bodies>
- **Education Bodies** <http://www.irlgov.ie/organisations/list.asp?type=3&D=Education>
- **Health Service Executive**  
<http://www.irlgov.ie/organisations/list.asp?type=5&D=Health+Service+Executive+%28HSE%29>
- **Local Authorities**  
<http://www.irlgov.ie/organisations/list.asp?type=7&D=Local+Authority>
- **North/South Institutions**  
<http://www.irlgov.ie/organisations/list.asp?type=15&D=North+%2F+South+Institutions>
- **Other Links** <http://www.irlgov.ie/organisations/list.asp?type=16&D=Other+Links>
- **Police/Defence Forces**  
<http://www.irlgov.ie/organisations/list.asp?type=10&D=Police+%2F+Defence+Forces>
- **State Agencies** <http://www.irlgov.ie/organisations/list.asp?type=8&D=State+Agency>
- **State Sponsored Bodies**  
<http://www.irlgov.ie/organisations/list.asp?type=9&D=State+Sponsored+Body>

## Statutory/Independent Bodies

<http://www.irlgov.ie/organisations/list.asp?type=17&D=Statutory+%2F+Independent+Body>

## Vocational Guidance

Irish and International organisations and resources, as well as adult guidance and European programmes connected to education and career guidance.

<http://fascms1.fasoffice.com/en/Useful+Links/Vocational+Guidance.htm>