

Racing Secretary Course 2021

Application Form

Attach additional pages for any information that does not fit within application form

Personal Information					
Full Name					
Address:					
County:					
Date of birth:		Gender			
Mobile phone		E- mail			
Emergency contact person		Emergency contact phone number			
Education / Employment					
Junior Cert	Year completed		Did not complete		
Leaving Cert	Year completed		Did not complete		
Other qualification	Subject area		Qualification type (Day course, Certified, Degree course etc.)		
Other qualification	Subject area				
Other qualification	Subject area				
Information Technology Skills					
Please rate yourself from 1-10 in the following areas, with 10 being the best possible:					Rating (1 – 10)
Using phone or tablet – basic skills, opening apps, opening & browsing websites etc.					
Using laptop or desktop computer – basic skills, opening applications, opening & browsing websites etc.					
Word documents – opening, naming, editing and saving					
Excel document – opening, naming, editing and saving					
Using payroll software (please name software used: _____)					
Using HRI RAS Entries and Declarations site: Computer _____ Phone _____ (tick either or both)					
Employment					
Current employer				County employed in	
Current role				Duration in current role	
Do you currently carry out admin duties	Yes	No	Do you currently ride out or carry out horse care as part of your job	Yes	No
Please give a brief overview of your employment history, stating the year, employer & role					
Year	Employer			Role	

Please rank the options below form 1-3 (with 1 being your first choice) for the course format that would best suit your current situation:

Half days mornings	
Half days afternoons	
Full days	

Please answer the questions below	Yes	No
Has your current employer suggested you develop skills like these		
Is your current employer aware that you would like to develop these skills		
Is there an opportunity for you to use these skills in your current role		
Will your employer likely be supportive of you attending this training course		

The information provided on this form will be entered into the RACE database solely for the purpose of contacting you regarding this course and can only be accessed by authorised persons. Please note this information regarding your application will be shared with authorised persons in CARE who fund this course.

RACE would like to contact you about training opportunities and courses that might be of interest to you, your contact information will only be accessed by authorised persons in RACE and you can withdraw your consent at any time by emailing office@racingacademy.ie. Please tick this box if you would like to receive this information

The Exercise Rider Training Course is fully funded by CARE; CARE is a department within Horse Racing Ireland which is focused on developing educational and training opportunities for employees at all levels of the racing industry. CARE would like to contact you about training opportunities and job vacancies that might be of interest to you, your contact information will not be shared with anyone outside of CARE and you can withdraw your consent at any time by emailing workinracing@hri.ie. Please tick this box if you would like to receive this information

As the Racing Secretary Course is a new course, the content and structure will be based on the needs of applicants. Course duration, content and structure will be confirmed when initial applications forms are received to ensure the needs of the majority will be addressed. When the course structure and content is confirmed, we will contact all applicants who have submitted this form. Further information will be available on RACE website (www.racingacademy.ie).

Signature: _____ Date: _____

Submit by e-mail: training@racingacademy.ie

Or Post: Racing Secretary Course, RACE, Curragh House, Dublin Road, Kildare