



Explanation of the application process for 2019 KWETB Trainee Jockey Course

Please follow the steps outlined below carefully and in the correct order

It is expected that you have attended an Open Day at RACE prior to registering for the course, so you are clear on the course content and requirements.

STAGE 1 – expression of interest

When attending an open day you can notify RACE that you are interested in applying for the course this year. We will then contact you by e-mail, when registration is open with the DSP. There is an 'expression of interest' form available on our website, which you can complete and post, e-mail or bring with you to an open day. We will also have this form available for completion at all open days.

STAGE 2 – registration for the course

1. Gather the following items which are required for registration:

If you are under 18:

- School support - A written statement from **the Principal/ Vice Principal** of your school to confirm that you are likely to benefit from attending the Trainee Jockey course. While a general character reference and information regarding behaviour and attendance would be beneficial, their statement that you are likely to benefit from the course is essential. Please use template provided. If the letter is not signed by the Principal/ Vice Principal it cannot be accepted.
- Parental / guardian support - A written statement from your parent or guardian that you have their full support for your application.

If you are over 18:

- School reference - A written statement from your school in relation to your suitability for your chosen career plus a general character reference and information regarding behaviour and attendance.
2. Bring the above items to your local Department of Social Protection (DSP) or Intreo office once registrations are open.
 3. Request to be registered for the Racehorse Care and Riding course: **COURSE CODE EQ 0N3 (zero N3) which is categorised under 'Sports and Leisure'**
 4. There are special allowances made for registration on this course in relation to age and school status for those under 18 which is why you require the above documents.
 5. The DSP may request to view and make note of your documents, but you should keep them as you will be required to submit them to us for your file.
 6. The closing date for registering for the course has not yet been determined, but is usually early June. We will notify all who have expressed interest in the course by e-mail as soon as we confirm the closing date. After this date you will no longer be eligible.

STAGE 3 – information gathering/ submission of application to RACE

7. Fill in the personal information sheet
8. Bring the medical information sheet **to your GP for completion**
9. Complete the applicant medical questionnaire
10. Garda vetting will be required for all those **over 18 years of age**, in advance of attending RACE for trial. The invitation for vetting form is available for download from our website and will require evidence of identification.
11. The three forms outlined above can all be downloaded from the RACE website, or e-mailed / posted out if you phone PH: 045 522468 or e-mail: enquiries@racingacademy.ie
12. Submit **all documents** (including school/ parental letters) as soon as possible after registration with the DSP, do not wait for the closing date:

By post	By e-mail (scan/ e-mail)
Trainee Jockey Course Racing Academy & Centre of Education Curragh House Dublin Road Kildare Co. Kildare	Enquiries@racingacademy.ie Or drop them into the office during open hours (Mon – Fri 9am – 1pm/ 1.30pm – 5pm)

Closing Date: 14th June 2019

Checklist – you must complete checklist and attach all items required for your application to be complete

	Items for submission to RACE – under 18 years of age on 24 th June 2019	Enclosed	
		Yes	No
1	School support letter		
2	Parental / Guardian support		
3	GP Medical Information Sheet (please use the one designed by RACE for this purpose). This can only be accepted if it is <u>signed and stamped by a GP</u> .		
4	Applicant Medical Questionnaire		
5	If you have been <u>assessed for or diagnosed with</u> any learning difficulty please include a copy of any relevant report with your application. This will not affect your chances of getting a place on the course but is important information for RACE to be able to assess you properly during the trial and to accommodate you should you get a place on the course.	Enclosed	Not Applicable

	Items for submission to RACE – over 18 years of age on 24 th June 2019	Enclosed	
		Yes	No
1	School/ college/ recent employment reference		
2	GP Medical Information Sheet (please use the one designed by RACE for this purpose). This can only be accepted if it is <u>signed and stamped by a GP</u> .		
3	Applicant Medical Questionnaire		
4	Invitation for Garda Vetting + required ID		
5	If you have been <u>assessed for or diagnosed with</u> any learning difficulty please include a copy of any relevant report with your application. This will not affect your chances of getting a place on the course but is important information for RACE to be able to assess you properly during the trial and to accommodate you should you get a place on the course.	Enclosed	Not Applicable

By signing below you are confirming that all information given is accurate. Please note that RACE may request copies of full medical records if deemed necessary as part of the selection process or you may be required to attend the Turf Club Medical Officer for clearance to take part in the course. Your application cannot be processed unless all items on the checklist are completed and all documentation is enclosed, do not send partial applications.

Signature of candidate:	Signature of guardian(if under 18):
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DATE: _____

Note in relation to age

Minimum age for the course is the minimum statutory school leaving age. Applicants should have turned 16 by September 1st in year of application. Exception – where the applicant will turn 16 years of age before December 31st in year of application they may be registered and referred for the course providing they have the support of their parent/guardian and the school reference as outlined on the explanation page.

Data protection

The information provided on this form is collected and processed to ensure you meet the admission criteria for this course and will be entered into our database solely for the purpose of contacting you regarding this course. Your details will only be accessed by authorised persons. Please note that the information provided on these forms may be shared with any relevant third parties.

If you would like to be entered into our database to be contacted by RACE in relation to other courses in the future that may be suitable for you please tick this box

Trial places are usually assigned after the closing date.

Closing Date is the 14th June 2019.

Trial weeks for 2019 are the 24th - 28th June 2019 and 1st – 5th July 2019.

You will have to contribute to the cost of accommodation and meals to the value of €120 while staying at RACE for selection trials.

Further information is available:



www.racingacademy.ie



Ph: 045 522468



enquiries@racingacademy.ie