

## Racing Secretary Course 2020

### Application Form

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

<b>Personal Information</b>					
Full Name					
Address:					
County:					
Date of birth:		Gender			
Mobile phone			E- mail		
Emergency contact person			Emergency contact phone number		
<b>Education / Employment</b>					
Junior Cert	Year completed			Did not complete	
Leaving Cert	Year completed			Did not complete	
Other qualification	Subject area			<u>Qualification type</u>	
Other qualification	Subject area			(Day course, Certified,	
Other qualification	Subject area			Degree course etc.)	
<b>Information Technology Skills</b>					
Please rate yourself from 1-10 in the following areas, with 10 being the best possible:					<b>Rating (1 – 10)</b>
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)					
<b>Employment</b>					
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](mailto: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](mailto: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](http://www.racingacademy.ie)).**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit by e-mail: [training@racingacademy.ie](mailto:training@racingacademy.ie)

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