

**EMBASSY OF IRELAND, LONDON**

**APPLICATION FOR POSITION OF EVENTS AND VISITS OFFICER**

**NAME:**  
**(Block Capitals)**

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**ADDRESS:**  
**(Block Capitals)**

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**DAYTIME  
TELEPHONE:**

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**MOBILE:**

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**E-MAIL:**

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**DATE OF BIRTH:** \_\_\_\_\_ **NIC No:** \_\_\_\_\_

**NATIONALITY:** \_\_\_\_\_

**CRB/DBS Certification:** Yes  No

**If yes, please state date certification issued:** \_\_\_\_\_

**If no, please state if a certificate has been applied for and on what date:**

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**EDUCATION DETAILS:**

School/College	From (Year)	To (Year)	Examination	Results

**EMPLOYMENT RECORD (Please provide details of your most recent or current job first):**

<b>From (Year)</b>	<b>To (Year)</b>	<b>Employer's Name &amp; Address</b>	<b>Title of Post and Description of Duties</b>

Applicants will be shortlisted based on this application form, with particular emphasis on the following competencies. Please give examples below of situations where you have demonstrated each competency:

<b>Experience of event management</b>	
<b>Interpersonal skills and experience of dealing with clients/members of the public</b>	
<b>Ability to work effectively as part of a team</b>	
<b>Other relevant experience</b>	

Please provide below any other information relevant to your application (use a separate sheet if necessary):

**REFERENCES**

Please provide full details of at least two referees that we may contact (if you wish, you may also provide copies of references with your application):

1)

2)

**CONSENT:**

I am willing to allow enquiries to be made of the Police/Garda regarding any offence which may be registered against me. I understand that any information released to the Embassy of Ireland in this regard will be held in the strictest confidence.

I also consent to the Embassy of Ireland contacting any referees named in my application.

**DECLARATION:**

I declare that

- I have a legal right to reside and work without restriction in the UK;
- the facts contained in this application form are true and correct.

**SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

Completed Application Forms (original and 2 copies) should be returned by post or in person, to Embassy of Ireland, 17 Grosvenor Place, London SW1X 7HR, to arrive **no later than 4.30 pm on 14 November 2019**

The outside of the envelope should be clearly marked “**Events and Visits Officer Recruitment Competition**”.

Applications received after the closing time and date will not be considered.

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