

EMBASSY OF IRELAND – KAMPALA

EMPLOYMENT APPLICATION FORM

POSITION: Administration Assistant

Instructions

- 1) Please read the job description carefully to ensure you meet the criteria required
- 2) Please provide only the information most relevant to the role; skills; and experience listed in the job description
- 3) Applications which do not meet the minimum requirements cannot be considered
- 4) Applicants may add additional rows or text
- 5) Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.
- 6) Submit the application form to recruitment.kampala@dfa.ie with the headline 'Administration Assistant'.

Personal Information

Name:	Address:
Email:	
Phone:	
Nationality:	
What is your current salary and other benefits?	

Academic Qualifications and Relevant Training

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)
Please provide details of other relevant training			

Language skills

Please insert yes or tick the most relevant box for each language as appropriate

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Other Please specify				

Relevant Experience

Please indicate your level of expertise based on the following levels:

4 = Expert 3 = Very Proficient 2 = Proficient 1 = Basic Blank = No expertise 1

Rating	Expertise	Rating	Expertise
	Front-facing customer service		Consular/Visa service delivery
	Records Management		Public Communications

	Events Management		Cultural Promotion
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Career History

Starting with your current details, please provide **brief** particulars of **relevant employment or experience, referencing the key responsibilities as detailed in the job description**

Please indicate the level to which you reported and the number of staff you were responsible for

Please insert additional rows/attach additional pages, if required

Date from / to	Name and address of employer	Position held / Title	Description of main responsibilities
Current Salary			
Reason for leaving this position			
Date from / to	Name and address of employer	Position held / Title	Description of main responsibilities
Salary			
Reason for leaving this position			
Date from / to	Name and address of employer	Position held / Title	Description of main responsibilities
Salary			
Reason for leaving this position			

Major Achievements to date and suitability for the role

Please outline your major achievements in your career to date and why you believe you have the necessary qualifications skills, and experience for this position? [Maximum of 500 words]

Statement of Motivation

Please outline your motivation for applying for this position? [maximum of 250 words]

References

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers. (Note: your current employer will not be contacted without first confirming with you that it is in order to do so)

Name and position	Relationship	Contact Number

Any Other Relevant Information or Comments

Please provide any **additional** information which you feel may be **relevant** to your application [maximum 250 words]

Confirmation

I confirm that my application form is true and complete to the best of my knowledge without any material omissions.

Name :

Date

By submitting information electronically, parties accept that data may not be fully secure.: **The Embassy of Ireland, Kampala.**

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Act