



**Ard-Chonsalacht na hÉireann
Consulate General of Ireland**

APPLICATION FORM

Research and Communications Officer, Consulate General of Ireland – Atlanta

PART 1: COVERING NOTE

Please explain why you are qualified for this position

(200 words max.)

PART 2: CAREER EXPERIENCE RELEVANT TO CONSULATE POST

Please outline your relevant career experience under each of the following headings (submissions exceeding 500 words in total will not be read). If you have no experience under a specific heading, you may leave the section blank.

1. Professional experience in a political/economic research role

(100 words max.)

2. Professional experience in planning, organising and managing high-level events (meetings, conferences, launches etc.)

(100 words max.)

3. Professional experience of print, TV, radio media engagement (media campaigns, journalism experience etc.)

(100 words max.)

4. Professional experience of social media initiatives (developing/launching social media initiatives/campaigns, building audience figures etc.)

(100 words max.)

5. Professional experience of international/foreign affairs and/or trade/economic promotion

(100 words max.)

PART 3: RECENT CAREER HISTORY

Please start with your most recent employer first

Since: OR From/to:	
Employer:	
Contact who can provide reference (if candidate is shortlisted for interview):	
<i>Main responsibilities and features of post:</i>	<i>(Max. 30 words):</i>

From/to:	
Employer:	
Contact who can provide reference (if candidate is shortlisted for interview):	
<i>Main responsibilities and features of post:</i>	<i>(Max. 30 words):</i>

Since: OR From/to:	
Employer:	
Contact who can provide reference (if candidate is shortlisted for interview):	
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Employer:	
Contact who can provide reference (if candidate is shortlisted for interview):	
<i>Main responsibilities and features of post:</i>	<i>(Max. 30 words):</i>

Since: OR From/to:	
Employer:	
Contact who can provide reference (if candidate is shortlisted for interview):	
<i>Main responsibilities and features of post:</i>	<i>(Max. 30 words):</i>

PART 4: CONTACT AND GENERAL INFORMATION

A. Your contact information

Name	
Daytime cell/tel number	
Postal address	
E-mail address	

B. Educational and formal qualifications

Qualification	College/school/academic institution or awarding body	Year awarded	Result achieved/level of qualification

C. Other training relevant to the post not included in B

Nature of training	Duration/year of completion	Other <u>relevant</u> information

D. Language skills (excluding English)

Language/Fluency	Spanish	Other (specify)	Other (specify)
Fluent			
Moderate			
Elementary			