



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

APPLICATION FORM

Research Assistant, Consulate General of Ireland – Austin

PART 1: 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 Consulate Research Assistant 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			

PART 2: 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. 100 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. 100 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. 100 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. 100 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. 100 words):</i>

PART 3: CAREER EXPERIENCE RELEVANT TO CONSULATE POST

Please outline your relevant career experience under each of the following headings in 300 words or less (submissions exceeding 300 words will not be read). If you have no experience under a specific heading, please leave the section blank.

<i>1. Professional experience in a political/economic research role</i>
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<i>(300 words max.)</i>

<i>2. Professional experience in planning, organising and managing high-level events (meetings, conferences, launches etc.)</i>
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<i>(300 words max.)</i>

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

<i>(300 words max.)</i>

<i>4. Professional experience of social media initiatives (developing/launching social media initiatives/campaigns, building audience figures etc.)</i>
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<i>(300 words max.)</i>

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

<i>(300 words max.)</i>

Please save and email the completed form to [AustinCG\[at\]dfa.ie](mailto:AustinCG[at]dfa.ie)