

APPLICATION FORM

Administrative Assistant (one position) at the Embassy of Ireland, Ottawa

Forms must be completed in English and submitted with at least two work references to Michael.Hurley@dfa.ie by 5pm on 25 April 2018. Please identify your email clearly in the subject heading with "Application for the post of Administrative Assistant".

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

Michael Hurley, Embassy of Ireland, 130 Albert Street, Suite 1105, Ottawa, ON K1P 5G4, Canada

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 Acts.

Please note the word limits in Part 3 of the application form.

PART 1: CONTACT AND GENERAL INFORMATION

A. Contact Information

Name	
Cellular Number	
Postal Address	
Email Address	

B. Qualifications (completed and ongoing)

Qualification and Subjects Studied	Awarding Body (College/University/Institution)	Year Awarded	Result Achieved/Level of Qualification

C. Other Training Relevant to the Position of Administrative Assistant

Nature of Training	Year Completed	Other Relevant Information

D. Language Skills

Language/Fluency	English	French	Other (Please Specify)	Other (Please Specify)
Fluent				
Moderate				
Elementary				

E. Familiarity with Microsoft Office applications

Application	Excel	Word	Outlook	Other (Please Specify)
Advanced				
Moderate				
Elementary				

PART 2: RECENT EMPLOYMENT EXPERIENCE

Dates of Employment	Position Title	Description of Duties

Part 3: Employment Experience and Competencies relevant to the Position of Administrative Assistant at the Embassy of Ireland

Please outline your relevant career experience and achievements under each of the following headings in 200 words or less. Candidates should be specific about the task or project e.g. why it was important, how you went about it, what your specific role or contribution was and the impact or outcome.

1. Please outline your experience in office accounts and budget management, including your experience and knowledge of accounting systems (max. 200 words)

2. Please outline your experience of working as a member of a team, and of working independently (max. 200 words)

3. Please outline any relevant experience in planning, organising and managing events or projects (max. 200 words)

4. Please outline experience of engagement with members of the public in a customer services role (max. 200 words)

Part 4: Suitability for Post

Please outline why you believe that you have the necessary skills, competencies and experience to assume the post of Administrative Assistant in the Embassy of Ireland. *(max. 200 words)*

Signature of candidate: _____

Date: _____