



# An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

**POSITION: Cultural Officer for Ireland**  
**EMBASSY OF IRELAND, BEIJING**  
**EMPLOYMENT APPLICATION FORM**

**Instructions:**

- 1) Please read the Advertisement 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) Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.
- 5) Submit the application form to [IrishEmbassyBeijing@dfa.ie](mailto:IrishEmbassyBeijing@dfa.ie) with the headline **RECRUITMENT / CULTURAL OFFICER**

**Personal Information:**

Name:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in China?	

**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

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**Skills: Language and IT**

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

Language	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Mandarin Chinese				
Other, Please specify:				
Other, Please specify:				

Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise			
MS Word		Manipulating datasets	
MS Excel		Other – please include below:	
MS PowerPoint			
MS Outlook			
Financial management systems (please specify)			

**Relevant Experience:**

<b>PLEASE CONFIRM USING CURRENT OR PREVIOUS WORK BASED EXAMPLES TO DEMONSTRATE YOU HAVE THE FOLLOWING REQUIREMENTS (200 WORDS MAXIMUM)</b>	
<b>A high level of work experience in the arts and culture sector. Evidence of organising projects and budgets.</b>	
<b>Capacity to take the initiative, plan and manage projects and budgets from concept to execution, and to work independently while respecting reporting/organisational structures</b>	
<b>Extensive and up-to-date knowledge of the contemporary Chinese cultural sector, including festivals, venues, arts institutions, agents and promoters</b>	

<p><b>High-level networking and communication skills including the capacity to develop and strengthen links with partner organisations and to interact well as part of a diverse team</b></p>	
<p><b>Strong organisational and administrative skills</b></p>	

**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

<p><b>Employer Name &amp; Address / Project</b></p>		
<p><b>Date</b></p>	<p>From</p>	<p>To</p>
<p><b>Position Held / Title</b></p>		
<p><b>Reporting line (who you reported to) and number of direct reports</b></p>		
<p><b>Reason for leaving this position</b></p>		

<b>Nature of your work / Description of main responsibilities</b>	
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<b>Nature of your work / Description of main responsibilities</b>	
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**Major Achievements to date and suitability for the role:**

Please briefly highlight specific achievements, contributions or expertise you have developed from your career to date that clearly demonstrate your suitability to meet the challenges of this role  
**(maximum of 300 words):**

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**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 300 words)

**Confirmation:**

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

**Name :**

**Date:**

**Instructions to submit your application**

1. Save your completed form as: your family name your first name
2. Send the completed application form by e-mail only to [IrishEmbassyBeijing@dfa.ie](mailto:IrishEmbassyBeijing@dfa.ie). Applications must be received **before 12:00 noon on Friday, 28<sup>th</sup> May 2021**. No CV's or Cover Letters will be accepted
3. Further detail regarding the position is available by email at to [IrishEmbassyBeijing@dfa.ie](mailto:IrishEmbassyBeijing@dfa.ie)

***All personal information received will be kept in line with GDPR guidelines.***