



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

POSITION: Housekeeper (Ayi)
Embassy of Ireland, Beijing
EMPLOYMENT APPLICATION FORM

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/job advertisement
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.

Personal & Contact Information:

| | |
|---|----------|
| Name: | Address: |
| Email: | |
| Phone: | |
| Nationality: | |
| Are you currently eligible to work in the People's Republic of China? | |

Qualifications and Relevant Training:

| Year of Award | Name of Awarding Body | Main Subject Areas or specialisation | Qualification awarded (including level) |
|---------------|-----------------------|--------------------------------------|---|
| | | | |
| | | | |

Please provide details of other relevant training, if you feel relevant:

Skills: Language:

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

| Language / Fluency | Fluent / Mother tongue | Excellent Command | Moderate | Elementary |
|--------------------|------------------------|-------------------|----------|------------|
| Chinese | | | | |
| English | | | | |

Skills:

| Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i> | | | |
|---|--|-------------------------------|--|
| Cleaning | | Other – please include below: | |
| Laundry | | | |
| Cooking | | | |
| Assistance at events | | | |

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

| | | |
|--|------|----|
| Employer Name & Address / Project | | |
| Date | From | To |
| Position Held / Title | | |
| Reporting line (who you reported to) and number of direct reports | | |
| Reason for leaving this position | | |
| Nature of your work / Description of main responsibilities | | |

| | | |
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| Reason for leaving this position | | |
| Nature of your work / Description of main responsibilities | | |

Suitability for the role:

Please outline your personal attributes, and why you believe you have the necessary qualifications, skills and experience for this position, with a particular focus on your team work and interpersonal skills.

Suitability for the Role [Maximum of 250 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 | Email address | Contact Number |
|-------------------|--------------|---------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Confirmation:

I have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. 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: **FAMILYNAME_FIRSTNAME_POSITION NAME**
2. Send the completed application form by e-mail only to beijingrecruitment@dfa.ie with the heading “**Job application – Housekeeper (Ayi)**”
3. Further information on the post is available on the Embassy’s website: <https://www.dfa.ie/irish-embassy/china/>

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