



POSITION:
Personal Assistant & Accounts Officer
Embassy of Ireland, Kyiv

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. Applicants may add additional rows or text
5. 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:	
Have you the legal entitlement to live and work in the Ukraine?	

Academic Qualifications and Relevant Training (starting with the most recent)

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?			

Other Academic Qualifications

Please specify any other relevant or professional qualifications you hold (e.g. ACCA, CIMA – or other) and indicate the year of admission & membership if applicable

Other Relevant or Professional Qualification	Year of Admission & Membership

Skills: Language

Please indicate your level of expertise based on the following levels:

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Ukrainian				
Other essential language				
Other, please specify:				

Essential Requirements:

Please confirm using examples to demonstrate you have the essential requirements

The candidate should have at least two years previous relevant experience as a PA, including diary management;

Demonstrate excellent administrative and organisational skills;

Demonstrate excellent interpersonal skills and the ability to work well in a team;

Demonstrate the ability to work well under pressure;

Demonstrate attention to detail and the ability to multitask and work reliably to deadlines;

Show an ability to work on own initiative and be flexible taking on new work areas; and

Skills: IT

<p>Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</p>			
MS Word		Manipulating large data sets	
MS Excel		Other – please include below:	
MS PowerPoint			
MS Outlook			
MS Office Suite			
Financial management systems (Other relevant, please specify)			

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.

****Add additional employment records as appropriate and if required**

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	
---	--

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		

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	

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	
---	--

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		

3. Interpersonal and Communications Skills [Maximum of 250 words]

4. Analysis and Decision Making [Maximum of 250 words]

5. Drive and Commitment [Maximum of 250 words]

Statement of motivation and suitability for the role

Please outline your major achievements in your career to date and how these make you the best person with the necessary qualifications skills, and experience for this position **[Maximum of 300 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/line managers. (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

Any Other Relevant Information or Comments

Please provide any **additional** information which you feel may be **relevant** to your application [**Maximum 250 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. No cover letters to be submitted.
2. Save your completed form as: **your family name your first name**
3. Send the completed application form by e-mail only to KyivJobs@dfa.ie
4. Further information on the post is available on the Embassy's website:

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