An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

POSITION: Driver
Embassy of Ireland, Addis Ababa

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:

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

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 or academic 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
English				
Other, please specify:				

Skills:

Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise			
DRIVING EXPERIENCE		**KNOWLEDGE OF SECURITY AND WORK EXPERIENCE IN THIS AREA**	
INTERPERSONAL SKILLS AND EXPERIENCE DEALING WITH CUSTOMERS		**Other – please include below:**	
IT SKILLS AND ABILITY TO WORK AS PART OF A TEAM			
OTHER RELEVANT EXPERIENCE			

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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Date	From		To
Position Held / Title			
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Reason for leaving this position			
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Major Achievements suitability for the role:

Please outline your personal attributes, and major achievements in your career to date and why you believe you have the necessary qualifications skills, and experience for this position

1. DRIVING EXPERIENCE [Maximum of 250 words]

2. KNOWLEDGE OF SECURITY AND WORK EXPERIENCE IN THIS AREA [Maximum of 250 words]

3. INTERPERSONAL SKILLS AND EXPERIENCE DEALING WITH CUSTOMERS [Maximum of 250 words]

4. IT SKILLS AND ABILITY TO WORK AS PART OF A TEAM [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation for applying 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. (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 and highlight your suitability for the role **[Maximum 250 words]**

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.

I am willing to allow enquiries to be made of the Police regarding any offence which may be registered against me. I understand that any information released to the Embassy of Ireland in this regard will be held in the strictest confidence. I also consent to the Embassy of Ireland contacting any referees named in my application.

Name (signature):

Date:

Instructions to submit your application:

Instructions to submit your application:
1. Save your completed form as: **FAMILYNAME_FIRSTNAME_POSITION NAME**
2. Send the completed application form with "Application for Driver" in the subject line.
   - by e-mail to ADDISABABAExternalEmail@dfa.ie or
   - with postal address: Ireland Embassy, P.O.Box 99585 Addis Ababa; or
   - in person: at the reception desk of the Embassy, before the closing date.

Further information on the post is available on the Embassy's website: https://www.dfa.ie/irish-embassy/ethiopia/

All personal information received will be kept in line with GDPR guidelines.
Applications received after the closing time and date will not be considered.