

EMBASSY OF IRELAND, LONDON

APPLICATION FOR EMPLOYMENT AS A SERVICES OFFICER

NAME:
(Block Capitals)

ADDRESS:
(Block Capitals)

**DAYTIME
TELEPHONE:**

MOBILE:

E-MAIL:

DATE OF BIRTH: _____ **NIC No:** _____

NATIONALITY: _____

CRB/DBS Certification: Yes No

If yes, please state date certification issued: _____

If no, please state if a certificate has been applied for and on what date:

EDUCATION DETAILS:

School/College	From (Year)	To (Year)	Examination	Results

EMPLOYMENT RECORD (Please provide details of your most recent or current job first):

From (Year)	To (Year)	Employer's Name & Address	Title of Post and Description of Duties

Applicants will be shortlisted based on this application form, with particular emphasis on the following competencies. Please give examples below of situations where you have demonstrated each competency:

Ability to work effectively as part of a team	
Interpersonal skills and experience of dealing with customers	
IT skills and experience of working in an office environment	
Other relevant experience (including driving experience)	

Please provide below any other information relevant to your application (use a separate sheet if necessary):

REFERENCES

Please provide full details of at least two referees that we may contact (if you wish, you may also provide copies of references with your application):

1)

2)

CONSENT:

I am willing to allow enquiries to be made of the Police/Garda 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.

DECLARATION:

I declare that

- I have a legal right to reside and work without restriction in the UK;
- :
- the facts contained in this application form are true and correct.

SIGNATURE:

DATE:

Completed Application Forms (original and 2 copies) should be returned by post or in person, to Embassy of Ireland, 17 Grosvenor Place, London SW1X 7HR, to arrive **no later than 4.30 pm on 20 March 2020**

The outside of the envelope should be clearly marked “**Services Officer Job Application**”.

Applications received after the closing time and date will not be considered.
