

**APPLICATION FOR TEMPORARY CLERICAL POSITION(S)
IN CONSULAR SERVICES TEAM,
EMBASSY OF IRELAND, LONDON**



NAME:
(Block Capitals)

ADDRESS:
(Block Capitals)

DAYTIME TELEPHONE:

MOBILE:

E-MAIL:

DATE OF BIRTH:

NATIONAL INSURANCE 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:

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 members of the public	
IT skills	
Organisation skills/ability to prioritise a workload	
Specialist knowledge/Expertise	

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

Referees:

Please list two referees that we may contact; including details of profession, job title, email address and daytime contact number:

1)

2)

Referees may not be related to the applicant.

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.

ACKNOWLEDGEMENT: I note and agree that if I accept a temporary position (seasonal or other fixed term contract) that this will not lead to permanent employment.

DECLARATION: I hereby declare that:

- I have a legal right to reside and work without restriction in the UK.
- I have not availed of recent Incentivised Early Retirement or Voluntary

Redundancy Schemes in the Irish public service.

- I have provided details with this application of any entitlements I may have to an Irish public service pension benefit (in payment or preserved) from any other Irish public service employment, and/or to any payment-in-lieu in respect of service in any Irish public service employment.

- I am available for a period of up to 20 weeks between March and December 2019
- 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 before 16.30 pm on 27 February 2019 to:

Embassy of Ireland
17 Grosvenor Place,
London, SW1X 7HR

The outside of the envelope should be clearly marked "TCO Competition". Applications received after the closing date and time will not be considered.