APPLICATION FORM

Administrative Assistant

Embassy of Ireland to Italy

PERSONAL DETAILS

Name	
Address	
Email *(please note that this is the address to which we will send all correspondence)*	
Mobile phone *(please include all codes)*	
Other phone number	

EDUCATION HISTORY

Third level (undergraduate):

Institution attended	Degree	Year in which degree/qualification obtained	Result (eg 2.1)

Third level (post-graduate if applicable):

Institution attended	Degree	Year in which degree/qualification obtained	Result

WORK EXPERIENCE (including full time and part time positions):

Dates	Employer	Job Title and Responsibilities	Start date	End Date

Please use extra lines as required.

OTHER SKILLS
Foreign Language Skills (pleases indicate your level of proficiency)

Mother tongue(s)							
Other language(s)							
Self-assessment	**Understanding**			**Speaking**			**Writing**
European level (*)	Listening		Reading		Spoken interaction	Spoken production	
English								
Italian								
	(*) *Common European Framework of Reference for Languages*						

COMPUTER SKILLS

(please indicate your level of computer skills/knowledge)

ANY OTHER RELEVANT INFORMATION

REFEREES *(please indicate two referees – appointment to the position will be subject to satisfactory references)*	
Name and Title	*Contact Information (email and telephone)*
Name and Title	*Contact Information (email and telephone)*

Signature of Applicant _____   Date _____