



**POSITION: Administration and Finance Officer,  
Embassy of Ireland Bucharest**  
**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:	
Are you currently eligible to work in Romania?	

**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 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 insert yes or tick the most relevant box for each language as appropriate

Language / Fluency	Native	DELE C2	SIELE Equivalent
English			
Romanian			
Irish/Other Specify			

**Skills: IT**

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
MS Word		Manipulating large data sets	
MS Excel		Other – please include below:	
MS Outlook			
SUN Accounting System			

**Skills: Relevant Experience:**

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
Customer Service		Other – please include below:	
Accounting/Book-Keeping			
Consular Services			
Events Management			

## 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 (if any).

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		

<b>Employer Name &amp; Address / Project</b>		
<b>Date</b>	From	To
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### Competencies & Major Achievements to date and suitability for the role

### Competencies and suitability for the role

Please briefly highlight examples of specific achievements, contributions or expertise you have developed from your career to date that clearly demonstrate your suitability to meet the challenges of this role under these competency headings:

**1. Book keeping and Accounting experience [Maximum of 250 words]**



## 2. Administrative and Organisational Skills [Maximum of 250 words]





**3. Teamwork, Interpersonal and Communication skills [Maximum of 250 words]**

**4. Delivery of Results and Solutions [Maximum of 250 words]**

**5. Drive and Commitment for this role [Maximum of 250 words]**

**Major Achievements to date and suitability for the role**

Please outline your major achievements in your career to date and why you believe you have the necessary qualifications skills, and experience for this position [Maximum of 300 words]

**Statement of Motivation**

Please outline your motivation for applying for this position? [Maximum of 250 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 [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. Save your completed form as: *family name, first name*
2. Send the completed application form by e-mail only to [BucharestEMRecruitment@dfa.ie](mailto:BucharestEMRecruitment@dfa.ie)
3. Further information on the post is available on the Embassy's website: [www.embassyofireland.ro](http://www.embassyofireland.ro)

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