



**POSITION: Executive Assistant to the Ambassador of  
Ireland**

**Embassy of Ireland Singapore**

**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 that 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:**

Name:	Address:
Email:	
Phone:	
Nationality:	
Do you have the current right to live and work in Singapore?	
NRIC Number:	

**Academic Qualifications and Relevant Training (starting with the most recent):**

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:			

**Skills: Language - Please insert yes in the most relevant box to indicate your level of expertise**

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Other (please 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>	
I. MS Outlook	
II. MS Word	
III. MS PowerPoint	
IV. MS Excel	
V. MS Publisher	
VI. Other (please specify)	

**Essential Requirements:**

<b>PLEASE BRIEFLY HIGHLIGHT EXAMPLES FROM YOUR CAREER TO DATE THAT SHOW:</b>	
<b>Professional experience in senior executive support [Max 250 words]</b>	
<b>Professional experience of strong organisational skills and managing multiple tasks [Max 250 words]</b>	

<p><b>Professional experience working as part of a diverse team and communicating with external stakeholders; [Max 250 words]</b></p>	
<p><b>Other examples demonstrating a high level of discretion, commitment, reliability, and attention to detail [Max 250 words]</b></p>	

## 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.

<b>Employer Name &amp; Address / Project</b>		
<b>Date</b>	From	To
<b>Position Held / Title</b>		
<b>Reporting line (who you reported to) and number of direct reports</b>		
<b>Reason for leaving this position</b>		
<b>Nature of your work / Description of main responsibilities</b>		

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<b>Nature of your work / Description of main responsibilities</b>		

**Major Achievements to date and suitability for the role Statement of Motivation and suitability for the role**

Please outline your motivation for applying for this position, and how your experiences and any major achievements to date make you the best person with the necessary qualifications skills, and experience for this position **[Maximum of 300 words]**

**References**

Please provide full contact details including email and phone numbers for two contactable references from current or former employers/line managers. (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 that you feel may be **relevant** to your application

## 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: **FAMILYNAME\_FIRSTNAME**
2. Send the completed application form by e-mail only to [Recruitment.Singapore@dfa.ie](mailto:Recruitment.Singapore@dfa.ie)
3. Provide a scanned copy of your NRIC
4. Further information on the post is available on the Embassy's website: <https://www.dfa.ie/irish-embassy/singapore/about-us/job-opportunities/>

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