

EMBASSY OF IRELAND, MADRID

Personal Assistant to the Ambassador

APPLICATION FORM

Please complete this form and return it, together with a cover letter, by email to madridembassy@dfa.ie by 17:00 on Wednesday 5th May 2021 with the subject line "Personal Assistant Application". Please use an electronic signature, or alternatively, scan in the signature page.

PERSONAL DETAILS

Name
Address
Email Address (please note this is the address to which we will send all correspondence)
Telephone (including area code)
Mobile telephone
Citizenship
Date of Birth

EDUCATION HISTORY

SECONDARY EDUCATION			
Name and Address of School Attended (please include dates)	Examination (Irish Leaving Certificate or equivalent)	Year (state the year in which examination took place).	Please indicate overall result

THIRD LEVEL (UNDERGRADUATE if applicable)			
Institution attended (please include dates)	Course Title	Year in which degree/qualification was obtained	Please indicate overall result (e.g. 1:1, 2:1 or equivalent)

THIRD LEVEL (POST-GRADUATE if applicable)				
University Attended (Please include dates)	Course Title	Year in which qualification was obtained	Subject	Result

PROFESSIONAL QUALIFICATION (if applicable) (please outline professional body and year of qualification)

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WORK EXPERIENCE

Dates	Employer	Job Title and Responsibilities

OTHER SKILLS

Language Skills (please indicate your level of proficiency)

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Computer Skills (please indicate your level of computer skills)

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ABOUT YOU

Give a brief outline (250 words) of why you are interested in this position and of how your personal qualities and experience would be of value and relevance to this position.

Describe briefly (one paragraph, in Spanish)* a situation when you demonstrated strong interpersonal skills, perhaps by influencing a positive outcome or diffusing a difficult situation

Describe briefly (one paragraph) a situation where you demonstrated strong organisational skills

Describe briefly (one paragraph) a work situation when you solved a problem and/or proposed a solution to a problem

Describe briefly (one paragraph) your experience in bilingual work situations -
Language proficiency will be tested at interview

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REFEREES (please nominate two referees – appointment to the position will be subject to satisfactory references)

Reference	Name and Title	Telephone
Reference	Name and Title	Telephone

DECLARATION

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I certify that the above information is correct and that any false information given may result in any offer of appointment being withdrawn

Signed

Date