



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Consular/Administration Officer (Full-Time)

EMBASSY OF IRELAND, STOCKHOLM

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
- 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.
- 6) Submit the application form to stockholmembassy@dfa.ie with the headline RECRUITMENT CONSULAR/ADMINISTRATION OFFICER no later than 18 July 2021

Personal Information:

Name:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in Sweden?	

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

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Skills: Language and IT

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

Language	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Swedish				
Other, Please specify:				

Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise			
MS Word		Manipulating large datasets	
MS Excel		Other – please include below:	
MS PowerPoint			
MS Outlook			
Financial management systems (please specify)			

Relevant Experience:

Please indicate your level of expertise based on the following levels:

4 = Expert 3 = Very Proficient 2 = Proficient 1 = Basic Blank = No expertise 1

Rating	Expertise	Rating	Expertise
	Front-facing customer service		Consular/Visa service delivery
	IT services/website editing		Office administration/management
	Public Communications		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**

Please indicate the level to which you reported and the number of staff you were responsible for

Date from / to	Name & address of employer	Position held /Title	Description of main responsibilities
Reporting line (who you reported to) and number of direct reports			
Reason for leaving this position			
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Reporting line (who you reported to) and number of direct reports	
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Reason for leaving this position	
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Major Achievements to date and suitability for the role:

Please briefly highlight 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) People Management (maximum of 250 words)

2) Delivery of Results (maximum of 250 words)

3) Interpersonal and Communications Skills (maximum of 250 words)

4) Analysis and Decision Making (maximum of 250 words)

5) Drive and Commitment (maximum of 250 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	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: your family name your first name
2. Send the completed application form by e-mail only to stockholmembassy@dfa.ie. Applications must be received no later than 18 July 2021
3. Further detail regarding the position is available by email at stockholmembassy@dfa.ie

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