



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

POSITION: Administration Officer
Embassy of Ireland, Ankara
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. 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 Turkey ? | |
| Any other relevant personal or contact information... | |

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:**Skills: Language:**

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

| Language / Fluency | Fluent / Mother tongue | Excellent Command | Moderate | Elementary |
|------------------------|------------------------|-------------------|----------|------------|
| English | | | | |
| Turkish | | | | |
| 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> | | | |
|---|--|---|--|
| MS Word | | Financial management systems (Other relevant, please specify) | |
| MS Excel | | | |
| MS PowerPoint | | | |
| MS Outlook | | | |
| Manipulating large data sets | | | |

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 | | Events Management | |
| Public Communications | | Others – please include below: | |
| Cultural Promotion | | | |
| Consular service delivery | | | |

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.

| | | |
|--|------|----|
| 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 | | |

| | | |
|--|------|----|
| 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 | |
|---|--|

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| | |
|---|--|
| Nature of your work / Description of main responsibilities | |
|---|--|

Competencies & Major Achievements to date and suitability for the role:

Competencies 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. Customer Service [Maximum of 250 words] |
| |

| |
|--|
| 2. Delivery of Results [Maximum of 250 words] |
| |

3. Interpersonal and Communications Skills [Maximum of 250 words]

4. Events Management [Maximum of 250 words]

5. Drive and Commitment [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 |
|-------------------|--------------|---------------|----------------|
| | | | |
| | | | |
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| | | | |

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 **ankaravacancies@dfa.ie**
3. Further information on the post is available on the Embassy's website: **<https://www.dfa.ie/irish-embassy/turkey/about-us/jobopportunities/>**

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