



**Ambasáid na hÉireann
Embassy of Ireland**

Employment application form: Office Manager

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, i.e. to the qualifications, skills and experience listed in the job description.
3. Applications that do not meet the minimum requirements will not be considered.
4. Applicants may add additional rows or text as required, but should only do so when relevant.
5. Please submit this completed form by email to Recruitment.Kampala@dfa.ie, with the subject line "Office Manager", by 16:30 on Wednesday 4th November. Applications submitted after this time will not be considered.

Personal information

Name:	Address:
Email:	
Phone:	
Nationality:	
Details of current salary and other benefits:	

Academic qualifications

Year of award	Name of awarding institution	Subject	Qualification awarded (including level of qualification)

Please provide details of any other relevant training, if any:

Language skills

Please tick the most relevant box as appropriate. Please add other languages as required.

Language	Fluent/mother tongue	Excellent command	Moderate	Elementary
English				
Luganda				
French				
<i>Other languages</i>				

Career history

Starting with your current or most recent position, please provide **brief** particulars of **relevant employment or experience, referencing the key responsibilities as outlined in the job description.**

Please indicate the level to which you reported and the number of staff under your responsibility. Please add additional rows as required.

Dates from/to	Employer name and address	Position held	Description of key responsibilities	Level reported to and number of staff supervised
Salary				
Reason for leaving this position				

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Major achievements and suitability for the role

Please outline the major achievements in your career to date, and why you believe you possess the necessary skills, qualifications and experience for this role. **Maximum 500 words.**

Statement of motivation

Please outline your motivation in applying for this position. **Maximum 250 words.**

References

Please provide full contact details for at least two (and preferably three) references from current or former employers.

Name and position	Relationship	Phone number and email

Additional information or comments

If there is any **additional** information you feel may be **relevant** to your application, please outline below. **Maximum 200 words.**