

**DEPARTMENT OF FOREIGN AFFAIRS AND TRADE
EMBASSY OF IRELAND – KAMPALA**

EMPLOYMENT APPLICATION FORM

POSITION: FACILITIES & RESOURCES 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; 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 via email to recruitment.kampala@dfa.ie with the subject line 'Facilities & Resources Manager'.

Personal Information

| | |
|---|----------|
| Name: | Address: |
| Email: | |
| Phone: | |
| Nationality: | |
| What is your current salary and other benefits? | |

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? | | | |

Language skills

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

| Language / Fluency | Fluent / Mother tongue | Excellent Command | Moderate | Elementary |
|----------------------|------------------------|-------------------|----------|------------|
| English | | | | |
| Other Please specify | | | | |

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.

Please insert additional rows/attach additional pages, if required.

| Date from / to | Name and address of employer | Position held / Title | Description of main responsibilities |
|---|------------------------------|-----------------------|--------------------------------------|
| | | | |
| Current Salary | | | |
| Reason for leaving this position | | | |

| Date from / to | Name and address of employer | Position held / Title | Description of main responsibilities |
|---|------------------------------|-----------------------|--------------------------------------|
| | | | |
| Salary | | | |
| Reason for leaving this position | | | |

| Date from / to | Name and address of employer | Position held / Title | Description of main responsibilities |
|---|------------------------------|-----------------------|--------------------------------------|
| | | | |
| Salary | | | |
| Reason for leaving this position | | | |

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|---|------------------------------|-----------------------|--------------------------------------|
| | | | |
| Salary | | | |
| Reason for leaving this position | | | |

| Date from / to | Name and address of employer | Position held / Title | Description of main responsibilities |
|----------------------------------|------------------------------|-----------------------|--------------------------------------|
| | | | |
| Salary | | | |
| Reason for leaving this position | | | |

| Date from / to | Name and address of employer | Position held / Title | Description of main responsibilities |
|----------------------------------|------------------------------|-----------------------|--------------------------------------|
| | | | |
| Salary | | | |
| Reason for leaving this position | | | |

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 500 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:

By submitting information electronically, parties accept that data may not be fully secure: **The Embassy of Ireland, Kampala.**

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Act.