

**APPLICATION FOR Clerical Position(s)
IN THE PASSPORT OFFICE,
EMBASSY OF IRELAND, LONDON**



NAME: _____
(Block Capitals)

ADDRESS: _____
(Block Capitals)

DAYTIME TELEPHONE: _____

MOBILE: _____

E-MAIL: _____

DATE OF BIRTH: _____ **NATIONAL INSURANCE NO.:** _____

NATIONALITY: _____

CRB/DBS Certification: Yes No
If yes, please state date certification issued: _____

- Please tick all vacancies for which you wish to apply (you may tick all):**
- Temporary Clerical Officer, seasonal vacancy (approx 26 weeks contract)
 - Temporary Clerical Officer, initial 1 month fixed term contract (possibility for extension if need arises)

EDUCATION DETAILS :

School/College	From (Year)	To (Year)	Examination	Results

Applicants will be shortlisted based on this application form, with particular emphasis on the following competencies. Please give examples below of situations where you have demonstrated each competency:

Ability to work effectively as part of a team	
Interpersonal skills and experience of dealing with customers	
IT skills	
Other relevant experience	

Please provide below any other information relevant to your application (use a separate sheet if necessary):

Referees:

Please list 2 referees that we may contact; including details of profession, job title, email address and daytime contact number:

1)

2)

Referees may not be related to the applicant.

CONSENT:

I am willing to allow enquiries to be made of the Police/Garda regarding any offence which may be registered against me. I understand that any information released to the Embassy of Ireland in this regard will be held in the strictest confidence.

I also consent to the Embassy of Ireland contacting any referees named in my application.

ACKNOWLEDGEMENT:

I note and agree that if I accept a temporary position (seasonal or other fixed term contract) that this will not lead to permanent employment.

DECLARATION:

I hereby declare that:

- I have a legal right to reside and work without restriction in the UK.
- I have not availed of recent Incentivised Early Retirement or Voluntary Redundancy Schemes in the Irish public service.
- I have provided details with this application of any entitlements I may have to an Irish public service pension benefit (in payment or preserved) from any other Irish public service employment, and/or to any payment-in-lieu in respect of service in any Irish public service employment.
- I am available for a period of 26 weeks between March and September 2015.
- the facts contained in this application form are true and correct

SIGNATURE:

DATE:

Completed Application Forms (original and 2 copies) should be returned by **post or in person** before 17.00 on Monday 16 February, 2015 to:

Embassy of Ireland
17 Grosvenor Place,
London SW1X 7HR

The outside of the envelope should be clearly marked "**CO Competition**". Applications received after the closing date and time will not be considered.