

##### Application form for the position of:

**Administrative Assistant in Drumcondra Education Support Centre**

**Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed application forms should be submitted in electronic format by5pm Wednesday 4th October to** **recruitment@ecdrumcondra.ie**

* Deletion/amendment of any part of this form (other than to add rows) will invalidate this application.
* Receipt of completed application forms will be acknowledged.
* Late or incomplete applications will not be considered.
* Only information submitted on the application form will be considered.
* Incorrect information supplied in this Application Form will lead to disqualification.
* Canvassing, either directly or indirectly, will disqualify.
* If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application, please inform Drumcondra Education Support Centre in advance.
* Drumcondra Education Support Centre is an equal opportunities employer.

|  |  |  |
| --- | --- | --- |
| Office Use Only | Date Received |  |
|  | Application Number |  |

1. **Personal Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |  |
|  |  |
|  |  |
| **Telephone Numbers** | **Home**  | **Mobile**  |
| **E-Mail**  |  |

1. **Educational Qualifications – include second level/FET/third level (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year(s)**  | **Qualification**  | **School/College** | **Subjects** | **Level/Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Employment Experience – most recent first**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year(s)** | **Duration** | **Employer** | **Main Duties and Responsibilities**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Professional Training and Courses completed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Course Content** | **Institution/Agency** | **Date From/To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Please give details of your administration & ICT skills.**

|  |
| --- |
|  |

1. **Please give details of your organisational and interpersonal skills**
2. **Please give details of your Financial/ bookkeeping/ accounts Experience**

|  |
| --- |
|  |

1. **Please provide any other details that are relevant to this application.**

1. **Details of two people from whom references may be obtained.**

|  |  |
| --- | --- |
| **1.** **Referee’s Name** |  |
| **Position** |  |
| **Address** |  |
|  |
|  |
| **Telephone Number(s)** |  |
| **E-mail Address** |  |
|  |
| **2.** **Referee’s Name** |  |
| **Position** |  |
| **Address** |  |
|  |
|  |
| **Telephone Number(s)** |  |
| **E-mail Address** |  |

**Drumcondra Education Support Centre reserves the right to seek additional referees if deemed appropriate e.g. current or former employers**

**I hereby certify that all information provided on this application form is true and correct:**

**Signature of Applicant:**

**Date:**