

Application for the Post of Executive Assistant

PERSONAL DETAILS (use BLOCK LETTERS)						
Title (Mr, Mrs, Ms, Dr)		Surname		Forename		
Residential / Postal Address						
Contact details						
Mobile			Email			
PREVIOUS EMPLOYMENT (please list previous positions held, starting with the most recent)						
Employer	Position He	eld			Date from	Date to

LEAVING CERTIFICATE				
SUBJECTS (Please indicate whether taken at Higher or Ordinary Level)	GRADES ACHIEVED	Year		

HIGHER EDUCATION					
	Academic Institution	Dates of study	Year conferred		
Higher Education Qualification					
Other Post-Leaving Certificate qualifications					

REFEREE INFORMATION					
Name	Full Postal Address	Relationship to you	Contact details		
			Phone:		
			Email:		
			Phone:		
			Email:		
Do you require notification before your referees are contacted? Yes No					

APPLICANT DECLARATION

All information provided in this application is, to the best of my knowledge, true and correct. I understand that should any of the particulars furnished in this application be found to be false or inaccurate in any material way, action may be taken to withdraw any offer of employment.

I also authorise the University to authenticate my qualifications with the relevant educational institutions listed.

PRINT NAME: SIGNATURE: DATE:

Completed applications should be returned on or before Friday 5 June 2015 to

The Registrar, National University of Ireland 49 Merrion Square, Dublin 2.

Tel: 01 4392424. Fax: 01 4392466 Email: registrar@nui.ie

Your application must include

- A completed Application form;
- A Curriculum Vitae