National University of Ireland

The Registrar,

49 Merrion Square,

Dublin 2, D02 V583, Ireland

Phone +353 1 439 2424

personnel@nui.ie

www.nui.ie



Application for the Post of Executive Assistant

Confidential

|  |  |  |
| --- | --- | --- |
| **Personal Details** |  |  |
|  |  |  |
| Title |  |       |
| First name(s) |  |       |
| Surname |  |       |
|  |  |  |
| Postal Address |  |       |
|  |  |       |
|  |  |       |
|  |  |       |
| Mobile |  |       |
| Email |  |       |

|  |
| --- |
| **Previous Employment** *(please list previous positions held, starting with the most recent)* |
| Employer |  | Position held |  | Date from |  | Date to  |
|        |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |

|  |
| --- |
| **Education Record** |
| **Leaving Certificate** |  |  |  |  |  |  |
| Subjects |  | Higher or Ordinary Level |  | Grades achieved |  | Year  |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|        |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |

|  |
| --- |
| **Higher / Further Education** |
| Qualification |  | Academic Institution |  | Dates of study |  | Year conferred |
|        |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
| **Referee Information:** |
| **Referee 1** |  |  |
| Name |  |       |
| Postal Address |  |       |
|  |  |       |
|  |  |       |
|  |  |       |
|  |  |  |
| Tel / Mobile |  |       |
| Email |  |       |
|  |  |  |
| Relationship to you |  |       |

|  |  |  |
| --- | --- | --- |
| **Referee 2** |  |  |
| Name |  |       |
| Postal Address |  |       |
|  |  |       |
|  |  |       |
|  |  |       |
|  |  |  |
| Tel / Mobile |  |       |
| Email |  |       |
|  |  |  |
| Relationship to you |  |       |

|  |  |  |
| --- | --- | --- |
| 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 addressed to the Registrar and submitted by email to:****personnel@nui.ie****The closing date for receipt of applications is Thursday 31 March 2016.**Your application must include:* A completed Application form
* A Curriculum Vitae
 |  |