

Application for Senior Executive Assistant, Registrar's office



Ollscoil na hÉireann
National University of Ireland
The Registrar,
49 Merrion Square,
Dublin 2, D02 V583,
Ireland

Phone +353 1 439 2424
Fax +353 1 439 2466
personnel@nui.ie

Title _____

Surname _____

First name(s) _____

Residential / Postal address _____

Phone _____

Mobile _____

Email _____

Previous Employment (Please list previous positions held, starting with the most recent)

Employer	Position held	Date from	Date to
_____	_____	____ ____ ____ ____	____ ____ ____ ____
_____	_____	____ ____ ____ ____	____ ____ ____ ____
_____	_____	____ ____ ____ ____	____ ____ ____ ____
_____	_____	____ ____ ____ ____	____ ____ ____ ____
_____	_____	____ ____ ____ ____	____ ____ ____ ____
_____	_____	____ ____ ____ ____	____ ____ ____ ____
_____	_____	____ ____ ____ ____	____ ____ ____ ____
_____	_____	____ ____ ____ ____	____ ____ ____ ____

Educational and Professional Qualifications

Qualification	Academic Institution	Year conferred
_____	_____	____ ____ ____ ____
_____	_____	____ ____ ____ ____
_____	_____	____ ____ ____ ____
_____	_____	____ ____ ____ ____
_____	_____	____ ____ ____ ____
_____	_____	____ ____ ____ ____
_____	_____	____ ____ ____ ____
_____	_____	____ ____ ____ ____
_____	_____	____ ____ ____ ____

Referees

Referee 1

Surname

First name(s)

Postal address

Phone / Mobile

Email

Relationship to you

Referee 2

Surname

First name(s)

Postal address

Phone / Mobile

Email

Relationship to you

Do you require notification before your referees are contacted?

Yes

No

Application 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 a material particular, action may be taken to withdraw any offer of employment.

I consent to NUI processing my personal data for this specific application (*please note that personal data for employment competitions will be retained for 12 months post competition*). I also authorise the University to authenticate my qualifications with the academic institutions listed in 'Educational and Professional Qualifications' above.

Print name

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Completed applications can be submitted in either format as follows:

Email (preferred method): personnel@nui.ie

Hard-copy: The Registrar, National University of Ireland, 49 Merrion Square, Dublin 2

The Closing date for receipt of applications is Friday, 14th October 2022 @ 5.00pm

Your application must include:

- o Completed NUI Application Form;
- o Cover Letter (*for the attention of the Registrar, addressing how you meet the qualifications/skills required*);
- o Curriculum Vitae.