

**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: \_\_\_\_\_

**EDUCATION DETAILS :**

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

**EMPLOYMENT RECORD:**

From (Year)	To (Year)	Employer's Name & Address	Title of Post and Description of Duties

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:

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

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 2016.
- 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 Friday 29 January, 2016 to:

**Embassy of Ireland  
Passport Office  
114A Cromwell Road  
London SW 7 4ES**

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