

Application for the Post of Head of Academic Services and Registry



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 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 should be addressed to the Registrar and submitted by email to: personnel@nui.ie

The Closing date for receipt of applications is Wednesday 19th April 2017 @ 5.00pm

Your application must include:

- A completed Application Form;
- A statement indicating how, on the basis of your career to date, you meet the criteria outlined in the Job Description;
- A Curriculum Vitae.