

# Application for the Post of Senior Executive Assistant

Confidential



Ollscoil na hÉireann  
National University of Ireland  
The Registrar,  
49 Merrion Square,  
Dublin 2, D02 V583, Ireland  
  
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Please complete all sections.  
Please write in block capitals.

Title \_\_\_\_\_

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile / Phone \_\_\_\_\_

Email \_\_\_\_\_

Primary email for correspondence throughout the application process.

## Education

### Leaving Certificate

Year	Y   Y   Y   Y				Grade
Subject	Level				Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Classification, for example 1H or 2.1  
Institution, for example UCD or UCC.  
Include degree(s) not yet conferred/completed if relevant.

### Qualifications

Degree Title	Year conferred	Classification	Institution
_____	Y   Y   Y   Y	_____	_____
_____	Y   Y   Y   Y	_____	_____
_____	Y   Y   Y   Y	_____	_____
_____	Y   Y   Y   Y	_____	_____
_____	Y   Y   Y   Y	_____	_____
_____	Y   Y   Y   Y	_____	_____

**Data Protection**

NUI processes all personal data transparently and lawfully. Please refer to NUI's general Data Protection Policy, available at [www.nui.ie](http://www.nui.ie)

Please complete all sections.  
Please write in block capitals.

### Previous Employment

Employer	Position held	Date from	Date to
<hr/>	<hr/>	Y Y Y Y	Y Y Y Y
<hr/>	<hr/>	Y Y Y Y	Y Y Y Y
<hr/>	<hr/>	Y Y Y Y	Y Y Y Y
<hr/>	<hr/>	Y Y Y Y	Y Y Y Y
<hr/>	<hr/>	Y Y Y Y	Y Y Y Y

### Referee Information

#### Referee 1

Surname 

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First name(s) 

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Postal address 

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Mobile / Phone 

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Email 

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#### Referee 2

Surname 

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First name(s) 

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Postal address 

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Mobile / Phone 

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Email 

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Do you require notification before your referees are contacted?  Yes  No

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**APPLICATION CHECKLIST**

Application must include:

- A** Cover Letter
- B** Application Form
- C** Curriculum Vitae

The closing date for receipt of completed applications is **5pm 29 April 2019.**

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.

Signature 

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Date of signature 

D	D	M	M	Y	Y	Y	Y
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REF NUI/GEN/SEAP/21 04-2019