

CONFIDENTIAL



Ollscoil na hÉireann
National University of Ireland

Application for the Post of Executive Assistant

PERSONAL DETAILS (use BLOCK LETTERS)	
Surname:	Forename:
Residential / Postal Address	

Contact details (to be used during the application process)	
Mobile:	Email:

PREVIOUS EMPLOYMENT (please list previous positions held, starting with the most recent)			
Employer	Position Held	Date from	Date to

LEAVING CERTIFICATE/Equivalent Qualifications (complete only if the following Educational Qualifications, is being left blank)		
SUBJECTS (Please indicate Higher, Ordinary or Foundation Level)	GRADES ACHIEVED	Year

FURTHER/HIGHER EDUCATIONAL QUALIFICATIONS			
Qualification Title	Academic Institution	Dates of study	Year conferred

REFEREE INFORMATION: Current or previous employers

Name	Company/Organisation name and full postal Address	Relationship to you e.g. Manager	Contact details
			Phone: Email:
			Phone: Email:

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 returned on or before 5pm on Monday 17th February 2021

The Head of Academic Services & Registry

National University of Ireland

49 Merrion Square

Dublin D02 V583

Tel: 01 4392424. Fax: 01 4392466 Email: personnel@nui.ie

Your application must include:

- This completed application form;
- A single-page A4 Covering letter;
- A Curriculum Vitae.

Data Protection:

NUI processes all personal data transparently and lawfully. View our DP policy at www.nui.ie
Applicant details will be retained for a period of six-months post-competition closure, after which all personal details will be securely destroyed.