

Application for the Post of Receptionist/Executive Assistant

Confidential



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

Phone +353 1 439 2424
registrar@nui.ie
www.nui.ie @NUIMerrionSq

Please complete all sections.
Please write in block capitals.

Title _____

Surname _____

First name(s) _____

Postal address _____

Mobile / Phone

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Email _____

Primary email for correspondence throughout the application process.

Education

Leaving Certificate

<u>Year</u>	<table border="1" style="display: inline-table;"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	Y	Y	Y	Y	<u>Grade</u>
Y	Y	Y	Y			
<u>Subject</u>	<u>Level</u>	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				
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Qualifications

<u>Degree (or other qualification) Title</u>	<u>Year conferred</u>	<u>Classification</u>	<u>Institution</u>								
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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

REF: NUI/GEN/EAAPP1/03/2021

Please complete all sections.
Please write in block capitals.

Please list previous positions held,
starting with the most recent

Previous Employment

Employer	Position held	Date from	Date to
		Y Y Y Y	Y Y Y Y
		Y Y Y Y	Y Y Y Y
		Y Y Y Y	Y Y Y Y
		Y Y Y Y	Y Y Y Y
		Y Y Y Y	Y Y Y Y

Referee Information

Referee one

Surname _____

First name(s) _____

Postal address _____

Mobile / Phone

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Email _____

Referee two

Surname _____

First name(s) _____

Postal address _____

Mobile / Phone

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Email _____

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

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APPLICATION CHECKLIST

Application must include:

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

The closing date for receipt of completed applications is **5pm 26 March 2021.**

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 _____

Date of signature

D	D	M	M	Y	Y	Y	Y
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