

**Application form for the position of:**

**Administrative Assistant in Drumcondra Education Support Centre**

**Name of applicant:** \_\_\_\_\_

**Completed application forms should be submitted in electronic format by 5:00pm on Friday 29<sup>th</sup> September 2023 to [recruitment@ecdumcondra.ie](mailto:recruitment@ecdumcondra.ie)**

- Deletion/amendment of any part of this form (other than to add rows) will invalidate this application.
- Receipt of completed application forms will be acknowledged.
- Late or incomplete applications will not be considered.
- Only information submitted on the application form will be considered.
- Incorrect information supplied in this Application Form will lead to disqualification.
- Canvassing, either directly or indirectly, will disqualify.
- If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application, please inform Drumcondra Education Support Centre in advance.
- Drumcondra Education Support Centre is an equal opportunities employer.

<b>Office Use Only</b>	<b>Date Received</b>	
	<b>Application Number</b>	

**1. Personal Details**

<b>Name</b>		
<b>Address</b>		
<b>Telephone Numbers</b>	<b>Home</b>	<b>Mobile</b>
<b>E-Mail</b>		

**2. Educational Qualifications – include second level/FET/third level (if applicable)**

<b>Year(s)</b>	<b>Qualification</b>	<b>School/College</b>	<b>Subjects</b>	<b>Level/Grade</b>

**3. Employment Experience – most recent first**

<b>Year(s)</b>	<b>Duration</b>	<b>Employer</b>	<b>Main Duties and Responsibilities</b>

**4. Professional Training and Courses completed**

<b>Course Title</b>	<b>Course Content</b>	<b>Institution/Agency</b>	<b>Date From/To</b>

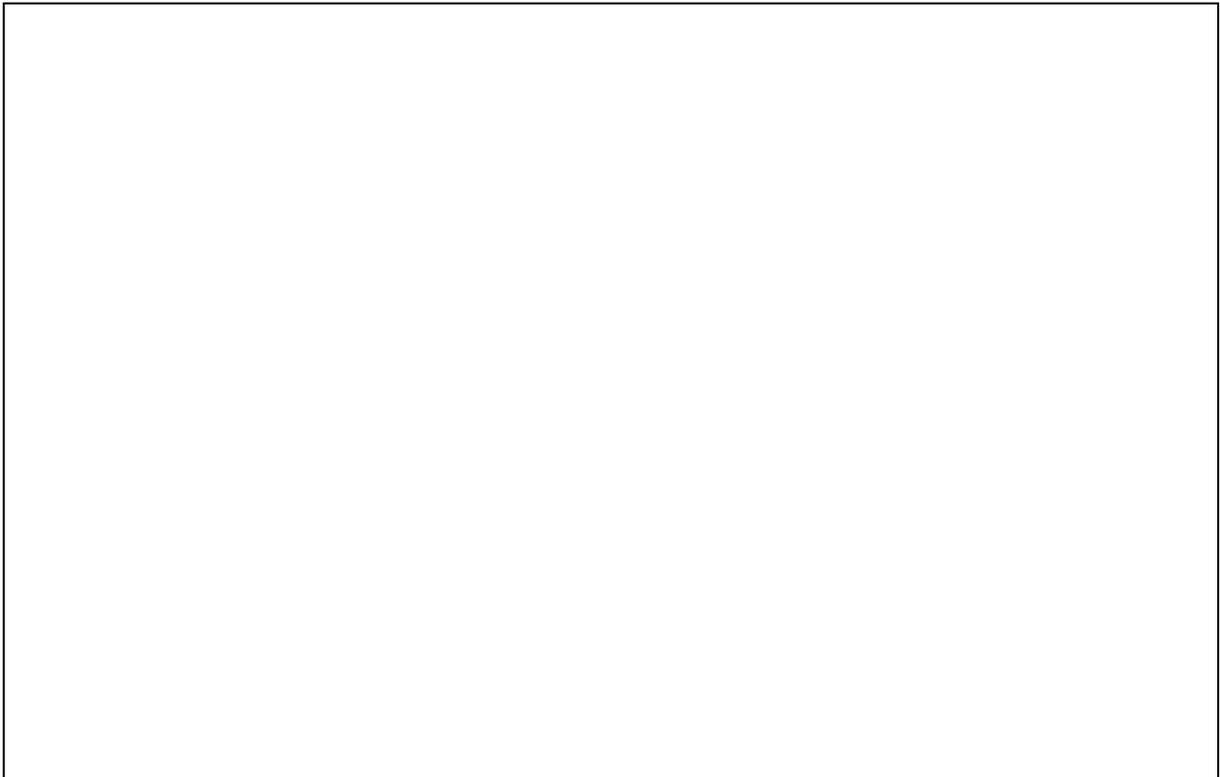
**5. Please give details of your administration skills and experience.**

**6. Outline your ICT skills and your experience of using technology in the workplace.**

**7. Please give details of your organisational and interpersonal skills and experience.**



**8. Please provide any other details that are relevant to this application.**



**9. Details of two people from whom references may be obtained.**

<b>1.</b>	
<b>Referee's Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone Number(s)</b>	
<b>E-mail Address</b>	
<b>2.</b>	
<b>Referee's Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone Number(s)</b>	
<b>E-mail Address</b>	

**Drumcondra Education Support Centre reserves the right to seek additional referees if deemed appropriate e.g. current or former employers**

**I hereby certify that all information provided on this application form is true and correct:**

**Signature of Applicant:**

**Date:**