



POSITION: Graduate Policy Officer
Embassy of Ireland, Rome
EMPLOYMENT APPLICATION FORM

INSTRUCTIONS:

1. Please read the job description carefully to ensure you meet the criteria required
2. Please provide only the information most relevant to the role; skills; and experience listed in the job description/job advertisement
3. Applications which do not meet the minimum requirements cannot be considered
4. Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

Personal & Contact Information:

Name:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in Italy	
Any other relevant personal or contact information	

Academic Qualifications and Relevant Training:

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)
Please provide details of other relevant or academic training, if you feel relevant:			

Skills: Language:

Please insert yes or tick the most relevant box for each language as appropriate

Mother tongue(s)										
Other language(s)										
Self-assessment	Understanding				Speaking				Writing	
<i>European level (*)</i>	Listening		Reading		Spoken interaction		Spoken production			
<i>English</i>										
<i>Italian</i>										
	(*) Common European Framework of Reference for Languages									

Skills:

Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise			
Customer Service		Report Writing	
Cultural Promotion		Public Communications	
Social Media		Events Management	

COMPUTER SKILLS

(please indicate your level of computer skills/knowledge)

Career History:

Starting with your current details, please provide brief particulars of relevant employment or experience, referencing the key responsibilities as detailed in the job description/advertisement. Please indicate the level to which you reported and the number of staff you were responsible for. (Add more tables, if necessary)

Employer Name & Address		
Date	From	To
Position Held / Title		
Reporting line (who you reported to) and number of direct reports (if applicable)		
Reason for leaving this position		
Nature of your work / Description of main responsibilities		

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Major Achievements suitability for the role:

Please outline your personal attributes, and major achievements in your career to date and why you believe you have the necessary qualifications skills, and experience for this position

1. Digital Skills (social media and communications) [Maximum of 250 words]

2. Events Management [Maximum of 250 words]

3. Specialist Knowledge e.g.: International Relations, Politics, Economy and Human Rights [Maximum of 250 words]

4. Team work and interpersonal relations [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation for applying for this position? **[Maximum of 300 words]**

References:

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers. (Note: your current employer will not be contacted without first confirming with you that it is in order to do so)

Name and position	Relationship	Email address	Contact Number

Any Other Relevant Information or Comments:

Please provide any **additional** information which you feel may be **relevant** to your application [**Maximum 250 words**]

Confirmation:

I have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. I confirm that my application form is true and complete to the best of my knowledge without any material omissions.

Name:

Date:

Instructions to submit your application:

1. Save your completed form as: **FAMILYNAME_FIRSTNAME_POSITION**
2. Send the completed application form by e-mail only to embassyromerecruitment@dfa.ie with the heading **“Graduate Policy Officer”**
3. Further information on the post is available on the Embassy’s website: www.dfa.ie/italy

All personal information received will be kept in line with GDPR guidelines.