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| **Embassy Driver / Administrator**  **Embassy of Ireland, Ljubljana**  **EMPLOYMENT APPLICATION FORM** |

**INSTRUCTIONS:**

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| 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 will not 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:**

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| --- | --- | --- | --- |
| Name: |  | Photo: | |
| Address: |  |  | |
| E-mail: |  |
| Phone: |  |
| Nationality: |  |
| Are you currently eligible to work in Slovenia? *[mark as appropriate]* | | YES | NO |

**Skills:**

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| --- | --- | --- | --- |
| **Please indicate your level of expertise based on the following levels:**  ***4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise*** | | | |
| **DRIVING EXPERIENCE, INCLUDING AT EXECUTIVE LEVEL** |  | **ABILITY TO WORK AS PART OF A TEAM** |  |
| **INTERPERSONAL SKILLS** |  | **Other – please include below:** | |
| **ADMINISTRATIVE SKILLS, INCLUDING PROFICIENCY IN MICROSOFT OFFICE** |  |
| **KNOWLEDGE OF SECURITY AND WORK EXPERIENCE IN THIS AREA** |  |

**Skills – Language:**

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

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| **Language / Fluency** | **Fluent / Mother tongue** | **Excellent Command** | **Moderate** | **Elementary** |
| **English** |  |  |  |  |
| **Official languages of Bosnia and Herzegovina** |  |  |  |  |
| **Other, please specify:** |  |  |  |  |

**Relevant Training (if any):**

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| --- | --- | --- | --- |
| **Year of Award** | **Name of Professional Awarding Body** | **Main Subject Areas or specialisation** | **Qualification awarded**  **(including level of qualification)** |
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| Please provide details of other relevant or academic training, if relevant: | | | |

**Career History:**

Please provide an overview of your relevant employment or experience, referencing the key responsibilities

as detailed in the job description/advertisement.

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| --- | --- | --- |
| **Employer Name & Address / Project** |  | |
| **Date** | From | To |
| **Position Held / Title** |  | |
| **Reporting line (immediate supervisor’s name & title)** |  | |
| **Reason for leaving this position** |  | |
| **Nature of your work / Description of main responsibilities** |  | |

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| --- | --- | --- |
| **Employer Name & Address / Project** |  | |
| **Date** | From | To |
| **Position Held / Title** |  | |
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| **Reason for leaving this position** |  | |
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| --- | --- | --- |
| **Employer Name & Address / Project** |  | |
| **Date** | From | To |
| **Position Held / Title** |  | |
| **Reporting line (immediate supervisor’s name & title)** |  | |
| **Reason for leaving this position** |  | |
| **Nature of your work / Description of main responsibilities** |  | |

**Major achievements, suitability and motivation 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. Please reference the following

skills: driving experience; knowledge of security; interpersonal skills; ability to work as part of a team. You may include an outline for your motivation to work in this role

**[Maximum of 400 words]**

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**Any Other Relevant Information or Comments:**

Please provide any **additional** information which you feel may be **relevant** to your application and highlight

your suitability for the role **[Maximum of 250 words]**

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**References:**

Please provide full contact details including email and phone numbers for at least two 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).

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| **Name and position** | **Relationship** | **Email address** | **Contact Number** |
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**Confirmation:**

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| **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.**  **I am willing to allow enquiries to be made of the Police regarding any offence which may be registered against me. I understand that any information released to the Embassy of Ireland in this regard will be held in the strictest confidence. I also consent to the Embassy of Ireland contacting any referees named in my application.**  **Name (signature):**  **Date:** |

**Instructions to submit your application:**

1. Save your completed form as: **FAMILYNAME\_FIRSTNAME\_POSITION NAME**
2. Send the completed application form by e-mail only to [Recruitment.Ljubljana@dfa.ie](mailto:Recruitment.Ljubljana@dfa.ie) before 16:30 hrs. (local Slovenian time) on Monday 27 September 2023, with the subject line **Embassy Driver/Administrator vacancy**.

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