

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 29th September 2023 to 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.

Office Use Only	Date Received	
	Application Number	

1. Personal Details

Name		
Address		
Telephone Numbers	Home	Mobile
E-Mail		

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

Year(s)	Qualification	School/College	Subjects	Level/Grade

3. Employment Experience – most recent first

Year(s)	Duration	Employer	Main Duties and Responsibilities

4. Professional Training and Courses completed

Course Title	Course Content	Institution/Agency	Date From/To

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.

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

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: