

# EMBASSY OF IRELAND, MADRID

## *Consular Officer*

### APPLICATION FORM

*(Please complete this form and return it, together with a cover letter, by email to [madridembassy@dfa.ie](mailto:madridembassy@dfa.ie) by 17:00 on 2<sup>nd</sup> March 2020 with the subject line "Consular Officer Application". Please use an electronic signature, or alternatively, scan in the signature page)*

#### PERSONAL DETAILS

Name
Address
Email Address (please note this is the address to which we will send all correspondence)
Telephone (including area code)
Mobile telephone
Citizenship
Date of Birth

## EDUCATION HISTORY

<b>SECONDARY EDUCATION</b>				
Name and Address of School Attended (please include dates)	Examination (Irish Leaving Certificate or equivalent)	Year (state the year in which examination took place).	Please indicate overall result	
<b>THIRD LEVEL (UNDERGRADUATE if applicable)</b>				
Institution attended (please include dates)	Course Title	Year in which degree/qualification was obtained	Please indicate overall result (e.g. 1:1, 2:1 or equivalent)	
<b>THIRD LEVEL (POST-GRADUATE if applicable)</b>				
University Attended (Please include dates)	Course Title	Year in which qualification was obtained	Subject	Result
<b>PROFESSIONAL QUALIFICATION (if applicable) (please outline professional body and year of qualification)</b>				

**WORK EXPERIENCE**

Dates	Employer	Job Title and Responsibilities

**OTHER SKILLS**

Language Skills (please indicate your level of proficiency)
Computer Skills (please indicate your level of computer skills)

## ABOUT YOU

Give a brief outline (250 words) of why you are interested in this position and of how your personal qualities and experience would be of value and relevance to this position.

Describe briefly (one paragraph) a situation in which you showed good team-work skills

Describe briefly (one paragraph) an occasion where you showed ability to make good decisions under pressure

Describe briefly (one paragraph, in Spanish)\* a work situation in which you used good communication to defuse a difficult situation

Describe briefly (one paragraph) an example of a situation in which you displayed commitment to customer service

\* Language proficiency will be tested at interview

