



**An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade**

**POSITION: Culture & Press Officer
Embassy of Ireland, Budapest
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.
5. We would recommend using Adobe software (Acrobat Reader - free to install) to fill in application forms, as use of other software may cause compatibility issues/errors when submitting applications.

Personal & Contact Information:

Name:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in Hungary?	
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:

Language Skills:

Please insert "Yes" in the most relevant box for each language as appropriate

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Hungarian				
Other [please specify]:				

Skills – General:

Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise	
Cultural Programming	
Events Management	
Digital Content Creation	
Press Relations	
Report Writing	
Other – please include below:	

Skills - IT:

Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise	
Microsoft Office	
Social Media Platforms	
Adobe Express / other content creation tools	
Video Editing	
Contact Management Systems	
Other	

Career History:

Starting with your current or most recent role, please provide brief particulars of relevant employment or experience. In describing the role, please highlight any key responsibilities relevant to the position you are now applying for. Please indicate the level to which you reported and, if relevant, any staff you were responsible for.

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

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Reason for leaving this position		
Nature of your work / Description of main responsibilities		

Key Competencies, Major Achievements and Suitability for the Role:

In the following section, we ask you to describe some of your personal achievements in your career to date that demonstrate experience in the following categories which have been identified as necessary for the position of Culture and Press Officer in the Embassy of Ireland in Budapest. Structure your responses so that you give specific information about what you have done and how you demonstrated the skill or quality in question. Please respect the upper word limit of 250 words in each case.

1. Managing Work Effectively and Delivering Results [Maximum of 250 words]

2. Problem Solving and Decision Making [Maximum of 250 words]

3. Engaging and Collaborating with Others. [Maximum of 250 words]

4. Specialist Knowledge - Events management, Cultural Promotion, Communications - [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation in applying for this position. Why do you believe you are especially well suited to taking up this role? **[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 NAME**
2. Send the completed application form by e-mail only to BudapestEmbassyExternal@dfa.ie with the heading "Cultural & Press Officer Vacancy".
3. Further information on the post is available on the Embassy's website: <https://www.ireland.ie/en/Hungary>

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