



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

POSITION: DRIVER & ADMINISTRATIVE ASSISTANT
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?

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		

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

Do you have previous experience of working in/for a Diplomatic Mission as a driver or in an administrative role, or in both? If yes, please provide details: [Maximum of 100 words]

Please highlight any professional/formal qualifications and experience in the following areas:
[Maximum of 100 words]

Professional Driving	
Security Management	
Vehicle Maintenance & Repair	
Customer Service	
Microsoft Office/ICT	

Office Administration	
Interpersonal Skills & Teamwork	
Please provide details of other qualifications or experience, if relevant.	

Language Skills

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

Language	Fluent/ Mother tongue	Excellent Command	Moderate	Elementary
English				

Hungarian				
Other (please specify):				

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

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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 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.

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 BudapestEmbassyExternal@dfa.ie with the heading **"DRIVER/ADMIN ASSISTANT"**
3. Further information on the post is available on the Embassy's website: [Job Opportunities | Embassy Of Ireland, Hungary | Ireland.ie | Ireland.ie](#)

***All personal information received will be kept in line with GDPR guidelines.
Applications received after the closing time and date will not be considered.***