**APPLICATION FOR POSITION OF: RESEARCH ASSISTANT**

1. **Name:**

**2. Permanent Address:**

**3. Contact Address if different:**

**4. Phone:**

**5. Email:**

6. Are there any restrictions to you working in Ireland, e.g. is a work permit required?[[1]](#footnote-1)

Yes No

If yes, please describe:

7. How would you describe your English language skills (reading, writing and speaking)?

 BasicIntermediate Advanced Excellent

 **Relevant English language qualifications:**

**8. Please complete the Appended *Sections 8(a) Education* and *8(b) Employment Records* before continuing.**

9. Computer Skills

Please detail the types of computer software with which you are familiar and your level of competence with each one:

Microsoft Office Suite, e.g. Word, Excel, PowerPoint, Publisher:

Statistical Analysis Software, e.g. SPSS, STATA:

Database Software:

Qualitative Software:

Other programs/packages:

**12. If appointed, what is the earliest date you could take up your duties at IFAC?**

**13. Are there any other facts that should be taken into account in support of your application?**

**14. Have you applied to IFAC previously? If yes, what was the outcome?**

Yes No

**15. References:**

Please supply names and contact details of **two** persons who are in a position and willing to give confidential references as to your character and qualifications.

**16. Have you any objections to our making inquiries of your present employer or supervisor?**

Yes No

**17. How did you hear of this vacancy? (Jobs website, IFAC website, referral, etc.)**

Completed forms should be sent by email to jobs@fiscalcouncil.ie.

**Completed forms should be sent by email, together with a letter of application and a current CV, to** jobs@fiscalcouncil.ie**. Applications will only be processed on receipt of all three application documents. Please also ensure Sections 8(a) and 8(b) overleaf are completed. The closing date is: Friday 21st April 2017.**

**Data Protection**

This application requires you to submit “personal data” as defined by the Data Protection Acts 1988-2003. This data will be processed exclusively for the purpose of recruitment, selection and employment procedures, including further vetting with appropriate third parties (references) as necessary. You will be advised in advance of any reference checks. IFAC will protect the information which you provide and will ensure that it is not passed to anyone who is not authorised to see it. The information will be retained in accordance with the Data Protection Acts.

**Declaration**

I confirm that, to the best of my knowledge and belief, the information provided above is complete and correct. I understand that omitting and misrepresenting any relevant facts may subsequently lead to my employment being refused or terminated.

In accordance with the Data Protection Acts 1988 - 2003, I agree to the organisation processing the personal data I have provided.

Yes No

Name: Date:

## 8 (a) Second Level Education from the age of 12 years

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | **Years Attended** | **Leaving Certificate or Equivalent Final Qualification at 2nd level** | **Subjects and Grades** ***(exact grades, specify if ordinary or higher level)*** |
| **From** | **To** |
|  |  |  |  |  |

## 8 (b) Third level Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Institution** | **Years attended** | **Degree** | **Class of Honours Attained** | **Main Course of Study** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**8 (b) Employment Record:**

Starting with your present post please detail, in reverse order, every post you have had.

| **Dates****From: To:**  | **Salary** **Per Annum** | **Title** | **Name and address of Business or Employer** | **Name of Supervisor** | **Duties** | **Reason for leaving** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Please be advised that IFAC are legally obliged to hire citizens of countries in the European Economic Area (EEA) unless it proves impossible to source any who are suitably qualified, having exhausted all recruitment avenues. The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway. Your application will therefore be considered in this context. [↑](#footnote-ref-1)