



**APPLICATION FOR THE POSITION OF LEGAL SECRETARY/ASSISTANT**

Surname:	Forename(s):	Title:
Address:		
Tel no(s):		Mobile tel:
Email:		

<b>EDUCATION AND TRAINING</b>		
School/college/institution	Dates (month & year)	Examinations/subjects taken and results/qualifications awarded

<b>WORK EXPERIENCE</b>		
(Start with most recent employer and work backwards, continuing on a separate sheet if necessary)		
Name and address of employer	Dates (month & year)	Position held, main responsibilities and reason for leaving

### GENERAL INFORMATION

Are there any restrictions on your right to work in the Republic of Ireland? Yes  No   
If yes, please give details:

Have you ever been convicted of a criminal offence? Yes  No  If yes, please give details:

Please give any other relevant information about yourself, your experience and why you feel you would be suitable for this job:

### REFERENCES

Please give **name, occupation, address, email and phone number** of two persons we can contact for references, at least one of whom can testify to your recent professional work. (No approach will be made to your present employer without your prior permission.)

1.

2.

*I confirm that the above information is correct to the best of my knowledge. I understand that any omission or misrepresentation of information on this application form may in the event of my obtaining employment result in disciplinary action up to and including dismissal.*

Signature:

Date:

Please complete and sign this form and send it together with your CV to:

**PRIVATE AND CONFIDENTIAL, Secretary to the Chief Officer, Representative Church Body,  
Church of Ireland House, Church Avenue, Rathmines, Dublin 6**

Completed applications must arrive no later than **5.00pm on Friday 20 February 2015.**

*Applications may be submitted by email to [recruit@rcbdub.org](mailto:recruit@rcbdub.org). Applicants wishing to submit by email are requested where possible to sign their completed application form and scan to pdf.*