

**APPLICATION FOR EMPLOYMENT AS TEMPORARY CLERICAL OFFICER IN  
THE PASSPORT OFFICE, CORK  
DEPARTMENT OF FOREIGN AFFAIRS & TRADE**



**NAME :**  
**(Block Capitals)**

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**ADDRESS :**  
**(Block Capitals)**

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\_\_\_\_\_  
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**TELEPHONE :**

\_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DATE OF BIRTH:**

\_\_\_\_\_ **PPS No.:** \_\_\_\_\_

**NATIONALITY:**

\_\_\_\_\_

**PHOTOCOPY OF PASSPORT or CURRENT OFFICIAL PHOTOGRAPHIC ID TO BE ENCLOSED**

**EDUCATION DETAILS:**

School/College	From (Year)	To (Year)	Examination	Results

**EMPLOYMENT RECORD:**

From (Year)	To (Year)	Employer's Name & Address	Title of Post and Description of Duties

From (Year)	To (Year)	Employer's Name & Address	Title of Post and Description of Duties

<b>I have Irish language skills which I use on a regular basis – Yes/No</b>	
<b>I am willing and able to communicate with customers through Irish – Yes/No</b>	
<b>Where relevant, please provide a brief description of Irish language qualifications and skills:</b>	

**Please provide below any other information relevant to your application (use a separate sheet if necessary):**

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**NAMES OF RELEVANT REFEREES AND CONTACT NUMBERS MUST BE INCLUDED IN THIS APPLICATION ALONG WITH COPY OF C.V.**

## IMPORTANT NOTE

The Department of Foreign Affairs & Trade HR Department collects, processes and stores information that is necessary to fulfil its contractual commitments to you and /or meet its legal obligations. It treats all information as confidential and will use it only for the purpose for which it was provided in line with GDPR requirements.

The Passport Service deals with and holds highly sensitive information that relates to the identity of Irish citizens. For this reason, security in terms of personnel and work process are of primary importance. Applicants must, therefore, accept before entering the recruitment process that any contract offer is contingent on a satisfactory completion of enquiries and checks by An Garda Síochána regarding their suitability for employment in these sensitive positions. Applicants should therefore be aware that where any doubt regarding the suitability of a candidate arises from this vetting process, an offer of a contract will not be made.

## **Please return your fully completed Garda Vetting form with the Application.**

**ACKNOWLEDGEMENT:** I note and accept that I am applying for seasonal work which will not under any circumstances lead to permanent employment.

**DECLARATION :**

- (i) I declare that the facts contained in this application form are true and correct.
- (ii) I can confirm that I am not in receipt of a public service pension from an incentivised early retirement.
- (iii) I declare that I am/am not in receipt of a Public Service pension benefit, in payment or preserved. Details of this are set out below.
- (iv) I declare that I am willing to allow security enquiries be made of the Garda Síochána regarding my suitability for a position in the Passport Office. I understand that any information released to the Department of Foreign Affairs and Trade in this regard will be held in the strictest confidence. I fully accept that a failure to pass the vetting process will rule out an offer of employment in the Passport Office.

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

**Fully Completed Application Forms should be returned, (BY POST ONLY) at the latest by,**

**4.30 pm on Friday 25/10/2019**

**To:**  
Employer Engagement Unit  
(PPO TCO applications)  
Department of Social Protection  
Floor 4, Abbey Court House  
George's Quay  
Cork