Eligibility Form (G6 Administrative Assistant)

# Applicant Details

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| Applicant Name |  | Applicant Email address |  |

# Eligibility

| **Please answer the following questions** | **Yes/No** |  | **Detail** |
| --- | --- | --- | --- |
| Are you available to work in Dublin in the IPA premises 5 days per week? |  | If no, please do not proceed with your application |  |
| Have you worked with the MS Office suite including outlook, word, excel, powerpoint? |  | If no, please do not proceed with your application |  |
| Do you have a Leaving Cert or equivalent qualification? |  | If yes, state highest qualification achieved |  |
| Do you have experience in working with Learning Management Systems, CRMs, HR Management Systems or other similar systems? |  | If yes, state which systems you have worked with |  |
| Do you have at least two years’ experience in an administrative role with responsibility for a variety of processes and procedures? |  | If yes, please state where this experience was gained |  |
| Do you have experience in dealing directly with customers? |  | If yes, please state where this experience was gained |  |
| Do you have prior public sector work experience in Ireland? |  | If no, the salary for this position is €38,717. |  |
| Are you eligible to work in the Republic of Ireland under one of the criteria listed in the Candidate Booklet |  | If yes, specify eligibility |  |

This information will be considered along with other detail provided in your application