

**APPLICATION FORM**

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| **Closing Date for receipt of completed applications:** |
| **12.00 noon on 30th October 2017** |

Please complete this form legibly and return it on or before the closing date specified in the advertisement.
Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**1. POSITION APPLIED FOR: Fundraising Administrator**

**2. PERSONAL DETAILS**

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| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Title: | Telephone number (Work): |
| Address: | Postcode: |

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| **Do you have the right to work in the UK?**Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | **Yes** | **No** |

**3. EDUCATION**

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| --- | --- | --- | --- |
| **From** | **To** | **Type of School (i.e. Grammar/ Secondary)** | **Examinations taken and Qualifications Gained (Specify Grades)** |
|  |  |  |  |

**4. FURTHER/ HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution****(state if Full or Part Time)** | **Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)** |
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**5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

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| --- | --- | --- |
| **Date Joined** | **Institute/ Organisation** | **Grade Of Membership (Where appropriate)** |
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**6. EMPLOYMENT RECORD** (Please list chronologically, starting with current or last employer)

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| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **From:** **To:** | **Job Title:****Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
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**7. TRAINING**

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| **Details of training courses attended and awards achieved, including dates, if appropriate:** |
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**8. SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained.

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| **Criteria 1** - Excellent written and verbal communication skills  |
| **Criteria 2** - Attention to detail with ability to multi-task  |
| **Criteria 3** - Strong organisational, communication, and problem-solving skills  |
| **Criteria 4** - Must possess strong interpersonal skills and a positive attitude to work  |
| **Desirable Criteria 1** - A keen interest in culture and experience of working in fundraising  |
| **Desirable Criteria 2 -** Evidence of writing successful proposals for fundraising applications |
| **Desirable Criteria 3 -** Fundraising event management experience |

**9. DISABILITY DISCRIMINATION ACT 1995**

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| If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview. |

**10. REFEREES**

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address:Telephone No.: | Address:Telephone No.: |
| Nature of Relationship: | Nature of Relationship: |

**11. CRIMINAL OFFENCES**

By virtue of the Rehabilitation of Offenders (exceptions) Order (NI) 1979 and because of the nature of the work for which you are applying this post is exempt from the provisions of Article 5 of the Rehabilitations of Offenders (NI) Order 1978. Accordingly you are not entitled to withhold information about convictions, which would otherwise be considered as 'spent' under the provisions of the 1978 Order. Failure to disclose such information could result in dismissal or disciplinary action in the event of employment.

Is there any reason you cannot work in regulated activity? (please tick): Yes No

If 'Yes' please give details below:

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It should be noted that convictions for certain offences do not necessarily debar an applicant from obtaining employment. Please note that any offer of employment is subject to a satisfactory Access NI check for posts which involve contact with children and/ or adults at risk. This disclosure will be requested to assist with the decision making process. A copy of the Access NI Code of Practice, our Recruitment of Ex-Offenders Policy and our Policy on the Handling, Storage and Disposal of Disclosure Information are available to all applicants on request. Please email auveen@ulsterorchestra.com stating which policy/ policies you require.

**11. VERIFICATION OF INFORMATION**

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| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.Signature: Date: |

**Please complete the separate monitoring form enclosed.**