**Arts Administration Support
Application Form**

| **Personal Details** |
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| **Surname:**  |  | **Other names:**  |  |
| **Home address:**  |  |
| **Correspondence address:**(if different from above) |  |
| **Home telephone:** |  | **Work telephone:**(if we may use it) |  |
| **Mobile telephone:** |  | **Email:** |  |

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| **Current or most recent employment** |
| **Organisation:** |  | **Job title:** |  |
| **Date of appointment:** |  | **Leaving date:**(if applicable) |  |
| **Notice period:** |  | **Current or final salary:** |  |
| **Reason for leaving or seeking alternative employment:** |
| **Please outline your main responsibilities:** |

| **Work history** |
| --- |
| **Date from:** |  | **Date to:** |  |
| **Organisation name:** |  | **Job title:** |  |
| **Address:** |  |
| **Main responsibilities:** |  |
| **Reason for leaving:** |  |
|  |
| **Date from:** |  | **Date to:** |  |
| **Organisation:** |  | **Job title:** |  |
| **Address:** |  |
| **Main responsibilities:** |  |
| **Reason for leaving:** |  |
|  |
| **Date from:** |  | **Date to:** |  |
| **Organisation:** |  | **Job title:** |  |
| **Address:** |  |
| **Main responsibilities:** |  |
| **Reason for leaving:** |  |

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| --- | --- | --- | --- |
| **Date from:** |  | **Date to:** |  |
| **Organisation:** |  | **Job title:** |  |
| **Address:** |  |
| **Main responsibilities:** |  |
| **Reason for leaving:** |  |

**Please continue onto a separate sheet if necessary**

| **Information in support of your application** |
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| 1. **Personal Attributes, Experience and Skills - Why do you feel you’re the best person for this job?**

Please use this section to show how you meet the criteria specified for the job as outlined in the Candidate Information Pack. You should provide specific examples of how you meet the essential and desirable criteria for this role, drawing on all aspects of your experience, including paid or unpaid employment and voluntary work. Maximum word count 750 words.  |

| **Information in support of your application** |
| --- |
| 1. **Why are you interested in the role of Arts Administration Support?**

Please use this section to tell us a bit more about yourself, what attracted you to this position and why do you feel you are a good fit for the role. Please reference the personal attributes outlined within the Candidate Information Pack when answering this question. Maximum word count 400 words.  |

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| **References**  |
| Please give the names, addresses, telephone numbers and positions of two people to whom reference may be made. All appointments are subject to receipt of references that we find to be satisfactory. No offer of employment can be finalised until two references have been received. |
| 1. **Name:**
 |  | **Position:** |  |
| **Address:** |  |
| **Telephone:** | Home/work (please delete as appropriate): | **Mobile telephone:** |  |
| **Email:** |  |
|  |
| 1. **Name:**
 |  | **Position:** |  |
| **Address:** |  |
| **Telephone:** | Home/work (please delete as appropriate): | **Mobile telephone:** |  |
| **Email:** |  |
|  |  |
| **May we approach these references at any time?** |  | **OR**  |
| **Only after an offer of employment is made?** |  |
| In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. If you require a work permit to work in the UK please indicate below |
|  |
| Please give details of any criminal convictions you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974 (minor motoring offences may be disregarded) |
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| **Declaration** |
| By sending us your application by email you confirm all information given on this form is, to the best of your knowledge and belief, accurate and complete and that you have omitted nothing, which to the best of your knowledge might affect this application. You also agree that all the information included on this form may be used by Arts & Business Northern Ireland solely for the assessment of your application. If you prefer to send us your application by mail, please confirm the above by signing below. |
| **Signed:** |  | **Date:** |  |

**Send your completed application form and monitoring form to Sarah Mackey** **s.mackey@artsandbusinessni.org.uk****. The deadline for applications is midnight Sunday 4 August 2024**

**First interviews will be held at our offices on the afternoons of Tuesday 20 and Wednesday 21 August 2024. Second interviews will be held at our offices on Wednesday 28 August 2024.**

Arts & Business NI is committed to fostering an inclusive and diverse workplace. We welcome applications from all individuals. We encourage you to let us know if there are any challenges or adjustments needed to complete the application process or participate in an interview.

We are dedicated to making the necessary accommodations to ensure your experience is as smooth and positive as possible. Our offices are at East Belfast Network Centre, 55 Templemore Avenue, Belfast BT5 4FP. The building has ramp access, automatic doors and a lift. On street parking is usually available in the area. We are a short walk from bus stops on the Albertbridge Road and Newtownards Road. The nearest train stations are Titanic Quarter or Lanyon Place