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**APPLICATION FORM**

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| **Closing Date for receipt of completed applications:** |
| **5pm on Monday 25th October** |

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: Production Coordinator (primarily Learning and Community Engagement)**

**2. PERSONAL DETAILS**

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

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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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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)** |
|  |  |  |  |

**5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

|  |  |  |
| --- | --- | --- |
| **Date Joined** | **Institute/ Organisation** | **Grade Of Membership (Where appropriate)** |
|  |  |  |

**6. EMPLOYMENT RECORD** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **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** – Describe your experience and/or understanding of working within the community/education sector detailing the key challenges and opportunities. |
| **Criteria 2** – Describe the key stages you follow in managing events and projects, from inception to implementation. |
| **Criteria 3** – Describe your approach to dealing with conflicting priorities, providing an example. |
| **Criteria 4** – Describe what skills and attributes you can contribute to a team, providing examples. |
| **Criteria 5 –** Describe how you use Microsoft Office on a daily basis and your level of proficiency with each programme. |
| **Desirable Criteria –** Detail how you can demonstrate any of the desirable criteria. |

**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.:  E-mail: | Address:  Telephone No:  E-mail: |
| 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](mailto: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 return the completed application form, along with the separate monitoring form, to** [**careers@ulsterorchestra.com**](mailto:careers@ulsterorchestra.com) **no later than 25/10/2021.**

**Interviews will be held week commencing 1st November 2021.**