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**ARTSEKTA**

**APPLICATION FOR EMPLOYMENT**

**INSTRUCTIONS**

* Use the information in the job description and person specification to help you complete this application
* Only word-processed applications will be accepted - completed in Arial font, size 12pt.
* Return your completed applications forms in an envelope marked ‘CONFIDENTIAL’ to Recruitment, ArtsEkta, Glendinning House, 6 Murray Street, Belfast, BT1 6DN. Please enclose the monitoring form in a separate envelope.
* Applications by email are welcome. Please ensure the application is received before the deadline and in the original document format. Applications should be sent to [admin@artsekta.org.uk](mailto:admin@artsekta.org.uk) and a confirmation email will be sent.
* If successful, you will be required to produce official original proofof any qualifications supporting your application and will be required to undergo an ACCESS NI enhanced disclosure check.
* If you have a disability and/or your first language is not English, and you have difficulties with any aspect of our recruitment and selection process, please contact us on 028 90231 381 or email [admin@artsekta.org.uk](mailto:admin@artsekta.org.uk).
* ArtsEkta is an equal opportunities employer and welcomes applications from all sections of the community.
* Late, incomplete or ineligible applications will be disregarded and ArtsEkta accepts no responsibility for notifying those applicants.
* The deadline for completed forms is **4pm on 17th November 2023**
* Interviews will be scheduled week commencing 20th November 2023

**Post:**  **Finance & Administration Officer Reference: FOO**/\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **APPLICANT’S DETAILS** |

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| --- | --- | --- |
| **Surname:** | **Other Name(s):** | |
|  |  | |
| **Home Address (including Postcode):** | | |
|  | | |
| **Contact Number:** |  | |
| **Email:** | **National Insurance Number:** | |
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| **Are there any restrictions regarding your employment e.g. do you require a work permit?** | | **YES** ☐ **NO** ☐ |
| **If you answered YES, please provide details below:** | | |

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| --- | --- |
| **How much notice do you need to give to your current employer?** |  |

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| --- | --- |
| **Do you have access to a form of transport to enable you to travel across the region?** | **YES** ☐ **NO** ☐ |

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| **Do you have willingness and ability to work flexible hours?** | **YES** ☐ **NO** ☐ |

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| 1. **EDUCATION** |

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses that you are currently undertaking and start with the most recent.

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| --- | --- | --- |
| Level | Subject | Grade Obtained |
| Higher Education / Professional / Other Qualifications | | |
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|  |  |  |
|  |  |  |
| AS/A-Levels (or equivalent) | | |
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|  |  |  |
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| GCSEs (or equivalent) | | |
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| 1. **CAREER HISTORY** |

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| --- | --- | --- | --- | --- | --- | --- |
| Current or most recent employer | | | | | | |
| Name |  | | | | | |
| Address |  | | | | | |
| Job Title |  | | From: |  | To: |  |
| Brief description of duties: | | | | | | |
|  | | | | | | |
| Reasons for leaving | |  | | | | |

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in later sections.

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| --- | --- | --- | --- | --- | --- | --- |
| Employer | | | | | | |
| Name |  | | | | | |
| Address |  | | | | | |
| Job Title |  | | From: |  | To: |  |
| Brief description of duties: | | | | | | |
|  | | | | | | |
| Reasons for leaving | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer | | | | | | |
| Name |  | | | | | |
| Address |  | | | | | |
| Job Title |  | | From: |  | To: |  |
| Brief description of duties: | | | | | | |
|  | | | | | | |
| Reasons for leaving | |  | | | | |

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

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| 1. **TRAINING & PROFESSIONAL MEMBERSHIP** |

Please list any training that you have received or courses which did not lead to a qualification but that you feel are relevant to the advertised post.

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| Training Course | Date |
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Please list any member to professional bodies.

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| --- | --- |
| Professional Body | Membership from: |
|  |  |
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| 1. **VOLUNTARY WORK** |

Please list any voluntary work you have undertaken that you feel is relevant to this post.

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| Voluntary Work | Date |
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| 1. **MEETING THE CRITERIA** |

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| Please outline, **in no more than 1,000 words**, how you meet the **ESSENTIAL** criteria (where applicable) as outlined in the person specification. Bullet points under the criteria headings is preferable. |
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| Please outline, **in no more than 1,000 words**, how you meet the **DESIRABLE** criteria (where applicable) as outlined in the person specification. Bullet points under the criteria headings is preferable. |
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| 1. **REFERENCES** |

Please provide the name, address and position/occupation of two referees. One must be your present or most recent employer. Referees will not be contacted without prior consent.

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| --- | --- |
| Reference 1 | |
| Name |  |
| Position |  |
| Organisation |  |
| Address | |
|  | |
| Tel: |  |
| Email: |  |

|  |  |
| --- | --- |
| Reference 2 | |
| Name |  |
| Position |  |
| Organisation |  |
| Address | |
|  | |
| Tel: |  |
| Email: |  |

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| 1. **OTHER DETAILS** |

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| **Do you have a disability or any special needs?** | **YES** ☐ **NO** ☐ |
| **If you answered YES would you require any special arrangements if shortlisted for an interview?**  **Please detail:** | |

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| 1. **DECLARATION** |

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| I confirm that all the information I have put in this form is true and accurate.  I understand that satisfactory references, medical / security clearance, qualification evidence, evidence of the right to work in the UK are required before any final offer of employment can be made  I consent to ArtsEkta using and keeping the information provided for circulation within the organisation and to other third party organisations e.g. funding bodies |

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| **Signature:** | **Date:** |

**ArtsEkta is an equal opportunities employer. This post is supported by Belfast City Council.**



**Submit your application by 4pm on 17th November 2023 as follows:**

* Via email to [admin@artsekta.org.uk](mailto:admin@artsekta.org.uk)