

The Royal Ulster Academy Administrator APPLICATION FORM

Wednesday 17th May at 5pm

Please complete this form legibly and return it on or before the closing date as above to:

President@royalulsteracademy.org

Late applications will not be considered. ONLY INFORMATION ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. All information given will be treated in the strictest of confidence.

1. POSITION APPLIED FOR: ROYAL ULSTER ACADEMY of ARTS, Part-time, ADMINISTRATOR

2. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Email:	Telephone number (Work):
Address:	Postcode:

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
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3. SECONDARY EDUCATION

From	To	School	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

7. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate:

8. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below (200 words or less per criterion)

Criteria 1(Essential) - Administrative Experience (200 words or less)

Criteria 2(Essential) - Experience in writing fundraising applications and working with budgets (200 words or less)

Criteria 3(Essential) - Computer literacy and use of social media as a promotional tool (200 words or less)

Criteria 4(Desirable) - Experience in working in the Arts Sector (200 words or less)

Use this space to provide any additional personal or professional information in support of your application (200 word or less)

9. DISABILITY DISCRIMINATION ACT 1995

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:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

11. VERIFICATION OF INFORMATION

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: