

**Application Form**

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| **PLEASE COMPLETE AND RETURN TO:**  Peter King (Project Manager)  Peter.king@oart.org.uk  **Closing Date:** 7th November 2018 | **APPLICATION FOR THE POST OF:**  **Project Officer – Enhancing Places, Inspiring Communities Project** |

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| **1. PERSONAL DETAILS** | | |
| **Name:** |  | |
| **Address:** |  | |
| **Daytime Telephone Number:** | |  |
| **Email Address:** | |  |
| **Full Valid Driving Licence?** | |  |
| **Do you own your own vehicle?** | |  |
| **Are you subject to any conditions relating to your employment in this Country? If yes please provide details.** | |  |

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| **2. PRESENT OR MOST RECENT EMPLOYMENT** | |
| **EMPLOYER’S NAME AND ADDRESS:**  **TELEPHONE NUMBER:** | **POST HELD:** |
| **LENGTH OF SERVICE:** |
| **PERIOD OF NOTICE:** |
| **REASON YOU WISH TO LEAVE/LEFT THIS POST:** |

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| ***Please give a brief description of your present/most recent responsibilities and duties:*** | | | |
| **3. PREVIOUS EMPLOYMENT**  ***Please include any voluntary work undertaken*** | | | |
| **Employer** | **Dates of Service** | | **Position Held and Reason for Leaving** |
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| **4. RELEVANT QUALIFICATIONS/TRAINING UNDERTAKEN** | | | |
| **Description of Course and Details of Awarding Body (Including Dates)** | | **Qualification Obtained (If Any)** | |
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| **5. MEMBERSHIP OF PROFESSIONAL BODIES** |
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| **6. INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| ***Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.*** |
| **7. CRIMIMAL CONVICTIONS** |
| **Please provide details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 (updated 2013) and/or Ireland 1979.** |

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| **8. REFERENCES** | |
| *Please provide details of two people, not related to you, who can be contacted for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be someone who is able to comment on your work abilities. References will only be contacted for successful candidates and not before interview.* | |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Position:** | **Position:** |
| **Telephone Number:** | **Telephone Number:** |

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| **9. DECLARATION** | |
| **I CONFIRM THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN ON THIS FORM IS ACCURATE** | |
| **Signed** |  |
| **Dated** |  |

**Please return this application form with an accompanying CV and covering letter to** [**peter.king@oart.org.uk**](mailto:peter.king@oart.org.uk)**. All documents must be in MS Word or PDF format with the subject heading – PROJECT OFFICER VACANCY**

**Should you require further information or wish to discuss the vacancy prior to submitting your application please contact Peter King on 07881 458134.**