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| **Application form****for the position of:** | **Arts Officer****Temporary 3 year Fixed Term Contract** |

This application form, when completed, should be **emailed to** recruitment@limerick.ie so as to arrive no later than **Thursday, 27th February 2020.**

**1.** Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Postal Address (BLOCK LETTERS)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **GENERAL EDUCATION:-**

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| --- | --- | --- | --- | --- |
| School or CollegeAttended | From | To | Examinations | Results |
|  |  |  |  |  |
|  |  |  |  |  |

1. **ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS:-**

**\*(must be completed)\***

|  |  |
| --- | --- |
| **Full Title of Degree(s) and Qual(s) held** |  |
| **Level of Qualification in the National Framework of Qualifications** |  |
| **Type & Grade of Honours (1st or 2nd Class, Gr. I or II)** |  |
| **University, College or Examining Authority** |  |
| **Year Degree / Qual. Obtained** |  |
| **Subject(s) in final Exam** |  |

1. **EMPLOYMENT RECORD:-**

Give below, in date order, full particulars of all employment (including also any periods of unemployment) starting with your current position to the date of leaving school or college. No period between these dates should be left unaccounted. If it is necessary to continue on a separate sheet, please set out the information in the same manner as below. **Candidates may be shortlisted for interview based on information supplied on their applications.**

 **\*(must be completed)\***

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| --- | --- | --- | --- |
| **FROM** | **TO** | **Name & Address of Employer** |  |
| **Job Title** |  |
|  |  | **Description of duties/responsibilities:** |
| **FROM** | **TO** | **Name & Address of Employer** |  |
| **Job Title** |  |
|  |  | **Description of duties/responsibilities:** |
| **FROM** | **TO** | **Name & Address of Employer** |  |
| **Job Title** |  |
|  |  | **Description of duties/responsibilities:** |

1. **RELEVANT EXPERIENCE:-**

Candidates will be assessed at interview under the following competencies:

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| **Management and Change:**In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given. |
|  |
| **Delivering Results:**In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given. |
|  |
| **Performance Through People:**In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given. |
|  |
| **Personal Effectiveness:**In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given. |
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1. Having regard to the requirements set out in the Briefing Document, please indicate below any particular skills and experience you have acquired which the Interview Board should be aware of. Please support your answer by examples from your work experience to date.

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1. Give particulars of your knowledge of the Irish Language.

Oral\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Written \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever been convicted of a criminal offence? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, please give details.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If offered appointment when could you take up duty? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12.** Names and addresses of two responsible persons to whom you are well known but not related and to whom reference may be made as to character. (If you are or have been in employment, one of the referees should be your most recent employer):

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| --- | --- | --- | --- |
| **Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Occupation:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Occupation:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Address:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Address:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **E-mail:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **E-mail:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contact No:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Contact No:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **SPECIAL ARRANGEMENTS:**

Applications from people with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made if necessary.

**Do you consider that you have a disability? YES NO**

If you consider that you have a disability please give details of any requirements for interview arrangements.

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**14.** Do you hold a primary degree or equivalent in **YES NO**

a relevant area (see briefing document)?

**15.** Do you have at least three years satisfactory relevant **YES NO**

 and acceptable management experience in arts

 management or arts policy development

**16.** Do you hold a current full unendorsed Class B driving licence? **YES NO**

**17. Before signing this form please ensure that you have replied fully to all questions. You should also satisfy yourself that you are eligible under the Qualifications. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible but nevertheless enter may thus put themselves to unnecessary expense.**

**I, the undersigned, hereby declare all the foregoing particulars to be true.**

***Usual Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***