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

This application form, when completed, should be **e-mailed to** recruitment@limerick.ie so as to arrive not later than **Monday, 19th October 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 |
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1. **ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS:-**

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

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| **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** |  |

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| **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 on the basis of 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:** |
| **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. |
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| **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. |
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| **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. |
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| **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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11.** 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:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**12. 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.

**13.** Do you hold a recognised University (or equivalent) Degree (level 8 in the National Framework of Qualifications) in the Arts, Arts Administration, Event Management, Festival/Event related studies, Project Management or related Discipline? **YES NO**

**14.** Do you have at least three years relevant and acceptable experience in arts/festival management, arts/festival administration or arts policy development? **YES NO**

**15.** Do you have a proven record in planning and delivery of arts/festival programmes and projects?

 **YES NO**

**16.** Do you hold a current full unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence? **YES NO**

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