

**FINANCE & OFFICE ADMINISTRATOR**

**APPLICATION FOR EMPLOYMENT**

**PRIVATE & CONFIDENTIAL**

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| **Reference No:**  **(Office Use Only)** | January 2025 |

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| **HOW TO APPLY**  To ensure Equality of Opportunity applications will only be accepted on this **official Application Form**.  CV’s will not be accepted.   * Please complete ALL sections in black type. * Your application should be completed in no smaller than font size Arial 11. * The monitoring form must be returned with the application form   Your completed application and equality of opportunity monitoring form must be submitted by email to [**recruitment@belfastinternationalartsfestival.com**](mailto:recruitment@belfastinternationalartsfestival.com) by the deadline of **5pm on Friday 31 January 2025.** Late or postal applications will not be accepted.   * Please title your application documents with your name and note that we can only accept documents in word format. * No telephone or walk-in enquiries please. * We thank everyone who applies for their interest but can only guarantee to contact candidates that are selected for interview.   Belfast International Arts Festival is an Equal Opportunities Employer, we welcome applicants regardless of gender, religious belief, political opinion, sexual orientation, marital status, age, disability or ethnic origin.  A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.  Please note that we anticipate holding interviews during the week beginning 3 and/or 10 February 2025. |

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| The information provided in this form will be used to assess your application at the shortlisting stage. Please demonstrate, in the boxes provided, how your skills and experience meet the criteria specified.  The panel will not make assumptions in relation to the roles you have held, or experience, qualities and skills you may have gained. You should therefore provide evidence by giving specific examples that describe your role and demonstrate what you have achieved under each of the criteria.  Belfast International Arts Festival reserves the right to apply, or enhance, the Desirable Criteria when shortlisting, in an order of their choosing.  Note that BIAF will carry out checks to ensure that the successful candidate has the right to work in the UK |

**PERSONAL DETAILS** (this page will be removed before short listing)

|  |  |
| --- | --- |
| Title: |  |
| Forename(s): | Underline Name known by |
| Surname: |  |
| Address: |  |
|  |  |
|  |  |
| Post Code: |  |
| Preferred Contact Number: |  |
| Email Address: |  |
| National Insurance Number: |  |

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| Do you require any special arrangements to be made to assist you if called for interview? YES / NO  If Yes, please provide details: |

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| **Data Protection**  The data that you have supplied in this application form and the “sensitive personal data” on the attached monitoring form, will be retained on file and may be processed by the Organisation for use in connection with this application for employment, or to comply with any requirement of statutory legislation in order for the Organisation to comply with its legal obligations, and in submitting this application you agree to any such processing by the Organisation. The Organisation will ensure to safeguard against the possible misuse of any personal information about you that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection legislation and will be on a “need to know” basis only. |

**EDUCATION**

Documentary evidence of Essential Qualifications may be asked for if you are offered the post.

**Second Level Education**

Please provide full details of all second level education, further or higher level educational qualifications and/or professional qualifications. You may add extra rows if necessary

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| --- | --- | --- |
| **Level of**  **Qualification**  (e.g. GCSE, A Level) | **Subject** | **Mark or**  **Grade** |
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**Third Level Qualification**

Further or higher education qualifications, including HND, Foundation Degree, Degree, Postgraduate Certificates, Masters, etc. Please state class or level. You may add extra rows if necessary

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| --- | --- | --- | --- |
| **Name of College/ Institution** | **Level of Qualification** | **Subject** | **Grade** |
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### Professional Qualifications, Memberships or Professional Development

Give details of any relevant professional development achievements (e.g. awards, qualifications, memberships and/or any special interests, skills or achievements.

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**EMPLOYMENT HISTORY**

Start with your present, or most recent employment, and include any relevant unpaid or voluntary work. Please account for all periods of time since leaving full-time education.

**Current or Most Recent Employer**

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| --- | --- | --- | --- | --- |
| DatesFrom To MM/YY MM/YY | | **Employers Name, Address /**  **Nature of Business** | **Reason for Leaving & Current/Final Salary** | **Notice Period** (if applicable) |
|  |  |  |  |  |

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| --- | --- |
| **Position Held:** |  |
| **Reporting To:** |  |
| **Key Responsibilities:** | |

**Previous Employment(s)**

You may add extra rows if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| DatesFrom To MM/YY MM/YY | | **Employers Name; Address;**  **Nature of Business** | **Positions Held; Main Responsibilities; Key Achievements; Reason for Leaving** |
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**EXPERIENCE, SKILLS, KNOWLEDGE, QUALIFICATIONS & OTHER**

Note that the Shortlisting Panel will only see the information you provide below under the **Essential and Desirable Criteria**. Therefore, you must ensure to provide HERE all the information requested in the Essential, and Desirable Criteria, even if you have provided it elsewhere on this form.

**Essential Criteria**

Give a clear and comprehensive account, with evidence and examples, that demonstrates the specific ways in which you consider you meet all of the Essential Criteria itemised on the table within the Job Information.

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| Maximum 1,000 words. |

**Desirable Criteria**

Give a clear and comprehensive account, with evidence and examples that demonstrates the specific ways in which you consider you meet any, or all, of the Desirable Criteria itemised on the table within the Job Information.

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| Maximum 300 words. |

**REFERENCES**

Please give the names and contact information for **2** people, who are not related to you from whom references may be sought. At least 1 should be your current, or most recent employer, who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job applied for.

Referees will not be contacted before interview.

**Reference 1**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Postcode |  |
| Telephone No. |  |
| Email |  |
| Relationship to the applicant e.g. employer |  |

**Reference 2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Postcode |  |
| Telephone No. |  |
| Email |  |
| Relationship to the applicant e.g. employer |  |

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

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| **Signed:** | **Date:** |