# **Programmes Officer Job Application Form**

# December 2018

# **Explanatory Notes**

### Please read these notes fully before completing Forms A1 and A2.

1. This Job Application Form has two parts: **Form A1** includes the applicant’s personal details, and will be used for administrative purposes only; **Form A2** is the form on which you are asked to outline your suitability for the role, and which the Burrenbeo Trust will use to assess your application**.**
2. Please complete both **Form A1** (one page) and **Form A2** (six pages).
3. Shortlisting of applicants will be based solely on the information provided on **Form A2**. When you are completing the form, please explain how your skills and experience fit with the requirements for the role of Programmes Officer.
4. Please keep a copy of your completed Application Form.
5. Applications should be submitted by 5pm on Friday 4th of January 2019. We will not be able to consider late applications.
6. Please return the completed Application Form, saved or scanned in pdf format, by email to annalisa@burrenbeo.com
7. Please do not forward any cover letter, Curriculum Vitae, certificates or references with the Application Form.
8. Canvassing will disqualify.
9. Personal data provided by applicants will be used for recruitment purposes only and will be protected in line with the Burrenbeo Trust Data Protection Policy.
10. Referees will only be contacted by the Burrenbeo Trust with the permission of the candidate.

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|  | **Application Form****A1** |

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| **CONFIDENTIAL** | ***For office use only******Applicant No.*** |

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| APPLICATION FOR THE POSITION OF **Programmes Officer** |

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| **PERSONAL DETAILS** |
| Name: |
| Address: |
| Telephone Contact Number(s): |
| E-mail:  |

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| **REFERENCES** |
| Give details of two referees, including your current or most recent work role.  |
| In the event of a job offer, would you be willing to give Burrenbeo Trustyour permission to contact the two referees for a reference? Yes  No |
| **1. Current or last employment (Supervisor or Line Manager)** |
| Name: | Organisation / Company:  |
| Address: |
| Email:  | Telephone No: |

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| **2. Second Reference** |
| Name: | Organisation / Company: |
| Address: |
| Email:  | Telephone No: |

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| **DECLARATION** |
| I confirm that the information given in this application is accurate and complete to the best of my knowledge.Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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|  | **Application Form****A2** |

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| **CONFIDENTIAL** | ***For office use only:******Applicant No.*** |

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| APPLICATION FOR THE POSITION OF **Programmes Officer** |

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| **EDUCATIONAL DETAILS**Starting with the most recent, list Certificates, Diplomas and/or Degrees |
| COURSE TITLE AND COLLEGE | YEAR COMPLETED |
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| Starting with the most recent, list other relevant courses  |
| COURSE TITLE AND TRAINING ORGANISATION | YEAR COMPLETED |
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| **MEMBERSHIPS**List all professional bodies, voluntary and community organisations, etc. of which you are or have been a member. If you played a specific role or undertook special responsibility within the organisation, please give details |
| NAME OF PROFESSIONAL BODY, VOLUNTARY &/or COMMUNITY ORGANISATION, ETC. | YEAR(S) OF MEMBERSHIP |
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**WORK EXPERIENCE** Starting with your most recent role, give details of your work experience. Include any voluntary and unpaid work you feel may be relevant to this role. |
| **Name of Current (or Last) Employer:**  |
| Indicate the Sector: (insert an X) Community and Voluntary Private Public |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): |
| Position Title: |
| Specify the type of work:Paid  Voluntary  Hours per Week: |
| Outline main tasks of the post: |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **Name of Previous Employer:** |
| Indicate the Sector: Community and Voluntary Private Public |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): |
| Position Title: |
| Specify the type of work:Paid  Voluntary  Hours per Week: |
| Outline main tasks of the post: |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| Specify the type of work:Paid  Voluntary  Hours per Week: |
| Outline main tasks of the post: |
| 1 | 2 |
| 3 | 4 |
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| Outline reason(s) for leaving (if applicable): |
| Position Title: |
| Specify the type of work:Paid  Voluntary  Hours per Week: |
| Outline main tasks of the post: |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **SUITABILITY FOR THE POST:**Please answer all of the following questions. You can add or delete rows in the space provided as required, or continue on a separate sheet if necessary. |
| Under each of the headings below, please describe your relevant experience, skills and abilities for the role of **Programmes Officer**. In your answer please state when, and for how long, you were involved in the relevant work.  |
| **Managing community-based projects** |
| **Organising community events** |
| **Delivering education and/or community development programmes** |
| **Group facilitation skills and experience** |
| **Working with volunteers** |
| **Managing public relations and providing information** |
| **Communication and presentation skills and experience** |
| **IT and social media skills and experience** |

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| With reference to the Person Specification and Job Description, please outline why you feel you are the best person for this role? (Add rows as required) |
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| Do you have access to your own vehicle for work? (insert an ‘X’)  Yes  No |
| Do you have a clean full driving licence?  Yes  No |
| Can you provide a letter of indemnification from your insurer?  Yes  No |

If appointed, when could you commence employment with the Burrenbeo Trust?