

# APPLICATION FOR THE POSITION OF

**Communications and Events Officer**

# IN THE CENTRE FOR CROSS BORDER STUDIES

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| **This application form should be completed using Microsoft Word. The recruitment panel will only consider information provided in this application form and application forms must be completed IN FULL – DO NOT ATTACH CVs OR OTHER DOCUMENTATION as they will not be considered.**  **In customising your application details to the post you should read the Job Description and Employee Specification. You must demonstrate clearly and unambiguously how your qualifications, skills and experience meet the essential and, where relevant, desirable requirements of the post. If there are a large number of candidates who satisfy the essential criteria, the Centre for Cross Border Studies reserves the right to take the desirable criteria into consideration in order to select candidates to be invited to interview.** |

**Applications for employment are treated with the utmost confidentiality, subject only to normal legal requirements. We will only use your personal information to administer your application.**

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| PERSONAL INFORMATION |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mr / Ms / Dr / Prof / Other)

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (evening)

Email (essential): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In accordance with the Centre’s Equal Opportunities Policy we would like to ensure that candidates, regardless of disability, can participate fully in the selection process. If you consider yourself to have a disability and require any specific arrangements to be put in place should you be invited for interview, please specify any such arrangements:

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

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## REFEREES

Please give the name, organisation, position and telephone number of two people, not relatives, both professional and personal, who may be contacted for references in support of your application. One of these people should be your most recent/present employer. If referees knew you by a different name, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referee 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick if you do not wish us to contact your referees prior to interview: Referee 1 ⬜ Referee 2 ⬜

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| EMPLOYMENT HISTORY |

Please provide details of all positions held since completing your full-time education, starting with your most recent position. Please also give details of any gaps in paid employment, eg voluntary work/caring responsibilities.

### CURRENT/MOST RECENT POSITION

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| Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reporting to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Wage/salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment end date (if relevant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for leaving: Career progression / currently employed / dismissal / end of temporary contract / education completed / redundancy / resignation / other (specify) \_\_\_\_\_\_\_\_\_\_\_\_  Period of notice required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Major responsibilities and any relevant experience (please detail below): |

## PREVIOUS EMPLOYMENT/EXPERIENCE

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| From/To | Employer’s name and  nature of organisation | Position held, principal duties of post and reason for leaving | |
|  |  | *(Attach separate sheet if necessary)* | |
| EDUCATION AND TRAINING | | |

Starting with the most recent, please give details of your education and training (original certificates or other authentic evidence of your qualifications will be required if you are recommended for appointment). Please check the Employee Specification and ensure your information includes details of any qualification level specified in the essential (and, if appropriate, desirable) criteria.

Where you are relying on equivalent qualifications please ensure that you detail how these meet the stated criteria in the section below.

Where insufficient space is provided, please attach a separate sheet.

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| QUALIFICATIONSPlease complete for A’level (or equivalent) and third level qualifications only (eg degrees, MAs, MScs, PhDs etc). You should not complete this section for qualifications that are below that level (eg GCSEs etc). | | | |
| Main subjects studied | Examinations taken with grade(s) | College / University / Course provider | Date awarded |
|  |  |  |  |
| ADDITIONAL TRAINING / EQUIVALENT QUALIFICATION INFORMATION | | | |
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| ELIGIBILITY CRITERIA |

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| Please provide clear and unambiguous statements supported by specific examples to demonstrate how your qualifications, skills and experience meet each of the essential and, if appropriate, desirable criteria outlined in the Employee Specification (please use each of Employee Specification criteria as headings). In particular, you should clearly demonstrate how you meet the ‘Competencies’ criteria. Please do not exceed the two pages allocated for this section. | |
| ADDITIONAL INFORMATION |

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| Please outline your motivation for wanting this job |

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| Please give a brief summary of your interests and spare-time activities with any special aptitudes |

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| Please give details of any convictions for criminal offences which are not regarded as “spent” convictions under the Rehabilitation of Offenders (NI) Order 1978 (include nature of offence and sentence) |

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| Please give any further information you wish to be taken into account when your application is being considered |

Please indicate where you saw this post advertised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you willing to travel to meet the needs of the post? Yes / No

Do you have a current driving licence and access to a vehicle insured for work purposes? Yes / No

Consideration will be given to alternative travelling proposals in respect of applicants

with a disability who cannot hold a driving licence.

Date you would be free to take up the post, if appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declaration:

**I certify that the information given by me in this application is true and accurate to the best of my knowledge and belief. I accept that if I have supplied any false statements or have withheld any relevant information any offer of employment can be withdrawn or an accepted appointment can be cancelled. In addition to the referees quoted, I understand that the Centre for Cross Border Studies reserves the right to make such further enquiries on my candidature as it deems appropriate.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The closing date and time for receipt of completed applications is Monday 22nd November at 5pm

Please return your completed application by email to ccbsfinance@qub.ac.uk

**You should note that the Centre for Cross Border Studies does not normally consider applications that are received after the closing date. You should also note that the onus for ensuring receipt in the Centre for Cross Border Studies by the closing date and time rests with the applicant.**

**INTERVIEWS are scheduled to be held via Zoom on 1st and/or 2nd December 2021**

**The Centre for Cross Border Studies is an Equal Opportunity Employer.**