**APPLICATION FORM**

**for the post of:**

**Administration & Production Assistant**

**Closing Date for receipt of completed applications:**

**5pm on 29th April 2019**

It is important for us to know as much as possible about you, the applicant. Please complete this form accurately and in full as the decision to shortlist you will be based solely on the information you provide on this form. Do not include any attachments. Please read the guidance notes on the page overleaf carefully before completing the application form.

Moving on Music will treat all documents and information received in support of your application as confidential unless required to disclose them by a statutory body in connection with any claim which may arise out of the appointment.

The completed **Application Form** should be returned to: Moving on Music (Application), The MAC, 10 Exchange St West, Belfast BT1 2NJ. The completed **Monitoring Form** should be returned along with the Application Form, in a separate, sealed envelope marked **Monitoring Form**.

Failure to complete and return the application form in accordance with the Guidance Notes overleaf will result in your application being disqualified.

**EQUALITY OF OPPORTUNITY STATEMENT**

It will be Moving on Music’s intention to ensure equal opportunity for all job applicants and to eradicate direct or indirect discrimination so that no person shall receive less favourable treatment on the grounds of: sex, marital and parental status, religious or political beliefs, colour, race, ethnic origins, sexual orientation, age, disability, Trade Union membership or any other criterion not relevant to their prospective or actual employment. No person shall be disadvantaged by any conditions or requirements which are neither justified nor required for the job. All recruitment, promotion and training opportunities will be based on merit as measured by qualifications, experience, ability, personal attributes and job performance. Moving on Music will also apply equal opportunity principles to all personnel matters such as pay, staff reporting, redundancy, disciplinary and grievance procedures.

This post will be filled on an Equal Opportunities basis.

**Guidance Notes**

**Please read carefully**

**Completing the Form**

1. You must complete all sections of the Application Form.
2. Please complete the form clearly and legibly, preferably in CAPITAL LETTERS or typescript (minimum size 10pt). If we cannot read the form, we may be unable to determine whether or not you meet the requirements for the post.
3. The personnel requirements for this post are set out in the Job Description. You must address all the requirements and demonstrate clearly how you meet each one. Unless you do this, we will be unable to score and proceed with your application.
4. We will not consider any attachments, CVs or other supplementary material.

**Returning the Form**

1. **A hard copy** of the Application Form must be signed and dated at the bottom of page 3.
2. The Application Form must be returned signed to: Moving on Music (Application), The MAC, 10 Exchange St West, Belfast BT1 2NJ by 5pm on 29th April 2019. The completed Monitoring Form should be enclosed in a separate, sealed envelope marked Monitoring Form.
3. Late applications will not be accepted.
4. Information in support of your application will not be accepted after the closing date for receipt of applications.

**General**

1. Canvassing will disqualify.
2. A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, dismissal.

**If the Application Form is not completed and returned in accordance**

**with these Guidance Notes, it will not be considered**

**Moving on Music**

**Post of:** Administration & Production Assistant

### Personal Details

Surname Forename(s) Title

Home address

Post Code

Email Address

Home Telephone No

Business Telephone No

(if it may be used)

Please give: Your current or most recent salary:

Current Notice period (if any):

### Declaration

I hereby certify that all the information given by me in connection with this application is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date **References**

Please give the names and addresses of two people who are able to provide references relating to your work experience and suitability for this post. One referee should be a previous employer and if possible your present or most recent employer.

No member or officer of Moving On Music or person nominated to sit on or attend the selection panel for this post can be accepted as a referee from external applicants. In order to provide an employment reference for internal applicants however one such reference can be accepted provided that the person has not been nominated to serve on or attend the selection panel.

### Reference 1

Name

Address

Post Code

Tel. No.

Position

### Reference 2

Name

Address

Post Code

Tel. No

Position

**Educational Qualifications**

Documentary evidence of Essential Qualifications asked for will be required if you are called for interview.

**Third Level Qualification including any Post Graduate Qualification. Please state class or level.**

|  |  |  |
| --- | --- | --- |
| **Name and Address of University/College**  **or Awarding Body** | **Dates Attended** | **Qualification Gained** |
|  |  |  |
|  |  |  |

### Professional Qualifications or Membership

|  |  |  |
| --- | --- | --- |
| **Name of Professional or Technical Association** | **Date** | **Status** |
|  |  |  |

**Employment History**

Detail all your employment/self-employment (and periods of unemployment) within the last 5 years **starting with the most recent**. If you cannot give actual dates, please at least indicate relevant month.

|  |  |  |  |
| --- | --- | --- | --- |
| **From/To** | **Employer’s Name and Address** | **Job Title and Main Duties** | |
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The requirements for the post are listed in the Person Specification within the **Job Description**. You should demonstrate clearly below how and to what extent you meet **each** requirement, in the context of the **Person Specification & Specific Responsibilities** in the **Job Description**.

**Please keep to a maximum of 400 words per answer**.

1. A third level qualification in an arts management or an arts related discipline and at least 6 months experience of working in a similar working environment.

OR

1. A third level qualification and at least three years’ experience working in an arts administration role

Candidates must be able to demonstrate the following:

1. Experience of working within the Arts Sector (ideally music related)
2. Experience of event management and Front of House duties
3. Ability to work in a professional manner under instruction and on own initiative
4. Experience of working to strict deadlines and within budget constraints
5. Ability to multi-task and work as part of a small team
6. High Level of computer literacy and an interest in digital media
7. Interest in music and a knowledge of the NI arts sector
8. Full clean driving licence: YES NO please tick as appropriate