**CONFIDENTIAL APPLICATION FORM for BOX OFFICE, MARKETING & ADMINISTRATION ASSISTANT**

**PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE FORM**

This is an email only application process. Hard copies will not be considered. All applications must be completed in full using the original MS Word document. In compliance with company policies, the separate Disclosure and Monitoring Form must also be returned by email.

All applicants MUST complete both forms provided and return them to **recruitment@youngatart.co.uk.**

Complete the form as fully and concisely as possible by **addressing all the essential, and as many of the desirable criteria as you can, that are set out in the Person Specification and other information supplied in the Job Pack.** Candidates will be assessed against the essential and desirable criteria. Do not enclose any other materials, such as your CV.

Please note: in line with best recruitment practice, the selection panel will only see Section 5 of your application and can shortlist candidates based only on the information in that section. Please ensure you provide all relevant information to demonstrate how you meet essential and desirable criteria in that section even if you have stated it elsewhere in your application.

It is your responsibility to ensure that your application arrives on time and in the appropriate format. If you have problems with formatting this document, please contact us at **recruitment@youngatart.co.uk**.

The deadline for your application is **9am, Wednesday 15 May 2024.**

Late applications will not be considered.

Shortlisted candidates will be notified as soon after the deadline as possible. Interviews will take place on **Wednesday 22 May 2024.**

**SECTION 1: PERSONAL INFORMATION**

Surname: Forename:

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Home Address Address for correspondence (if different):

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

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

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

Tel Day: Mobile:

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

Email:

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

Office Use Only:

|  |  |  |
| --- | --- | --- |
| Application No: | Date Received: | S/L |
|  |  | Y/N |

**SECTION 2: CURRENT OR MOST RECENT EMPLOYMENT**

Please give details of your current post or your most recent employment.

Employer’s Name: Address:

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

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Your job title: Salary:

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

Date commenced: Date left:

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

Reason(s) for leaving:

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| --- |
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Notice required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of sick leave taken in the last twelve months: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please outline your main job responsibilities:

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**SECTION 3 HISTORY OF EMPLOYMENT AND/OR VOLUNTARY EXPERIENCE**

Please detail other posts held, starting with the one immediately prior to that already described. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name & nature of business | Job Title & main responsibilities | Date commenced | Date left |
|  |  |  |  |
|  |  |  |  |
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**SECTION 4 TRAINING & QUALIFICATIONS**

Please give details of relevant qualifications and institutions attended, detailing examinations and results and dates attended.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of College or School | Detail of qualifications obtained, examinations taken and results | Date commenced | Date left |
|  |  |  |  |
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**OTHER TRAINING**

Please give details of any other relevant training, short courses or work-related training undertaken.

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| --- | --- | --- | --- |
| Training Provider | Qualifications or certificate (if any) | Date commenced | Date left |
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|  |  |  |  |

**SECTION 5 MEETING THE CRITERIA FOR THE POST**

Based on the Person Specification, please provide specific examples to show how you meet the essential and desirable criteria for this position.

Please note: in line with best recruitment practice, the selection panel must focus on your answers in this section (section 5) of your application when shortlisting candidates. Please ensure you provide all relevant information to demonstrate how you meet essential and desirable criteria in this section even if you have stated it elsewhere in your application.

**Please do not exceed the word limit, as any word over the limit will be redacted and not seen by the panel.**

No other materials will be considered in your application (CVs, etc).

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| **Sales, Marketing & Audience Development**  Essential Criteria must be addressed. You only need to address the Desirable Criteria that applies to your skills and experience. |
| **Essential Criteria**   * Knowledge and experience of delivering project plans to a brief including planning, reviewing progress and adapting as necessary (maximum of 100 words) |
|  |
| **Essential Criteria**   * Experience of maintaining and creating content for websites, social media, video channels or other communication tools (maximum of 100 words) |
|  |
| **Essential Criteria**   * Experience of writing, editing and proofing documents to a high standard (maximum of 100 words) |
|  |
| **Essential Criteria**   * Experience of presenting yourself or representing an organisation in a public setting (maximum of 50 words) |
|  |
| **Desirable Criteria**   * Third level qualification (degree or diploma) in a related field such as the arts or marketing * Experience of writing, editing and proofing print and web pages to a high standard * Knowledge and experience of arts marketing, particularly live and ticketed events * Knowledge and experience of video/photo editing and/or design software for digital/online communications * Experience of liaising with members of the public and a wide range of stakeholders (eg. customers, suppliers etc) * Knowledge and understanding of the arts in Northern Ireland   (Total maximum of 100 words to address any of the desirable criteria that you can. It is not 100 words per criteria) |
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| **Programme Delivery**  Essential Criteria must be addressed. You only need to address the Desirable Criteria that applies to your skills and experience. |
| **Essential Criteria**   * Proven experience of undertaking an administrative or similar role (maximum of 100 words) |
|  |
| **Essential Criteria**   * Experience of liaising with a wide variety of stakeholders to achieve a set goal (maximum of 75 words) |
|  |
| **Essential Criteria**   * Experience of drafting reports or other formal writing including relating to the delivery of a project (maximum of 50 words) |
|  |
| **Desirable Criteria**   * Third level qualification (degree or diploma) in a related field such as the arts, arts management, business or administration * Proven administration experience in the arts, cultural or heritage sectors * Ability to initiate and follow through on ideas   (Total maximum of 60 words to address any of the desirable criteria that you can. It is not 60 words per criteria) |
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| **Administration**  Essential Criteria must be addressed. You only need to address the Desirable Criteria that applies to your skills and experience. |
| **Essential Criteria**   * Experience of working to schedules and deadlines whilst managing competing demands (maximum of 50 words) |
|  |
| **Essential Criteria**   * Ability to work with a high degree of accuracy and attention to detail (maximum of 50 words) |
|  |
| **Essential Criteria**   * Ability to work flexible hours including evenings and weekends (maximum of 25 words) |
|  |
| **Desirable Criteria**   * Experience of box office systems * Knowledge, understanding and experience of providing excellent customer service * Experience of liaising with suppliers * Experience of dealing with confidential information or dealing with sensitive issues   (Total maximum of 50 words to address any of the desirable criteria that you can. It is not 50 words per criteria) |
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| **General**  Essential Criteria must be addressed. You only need to address the Desirable Criteria that applies to your skills and experience. |
| **Essential Criteria**   * GCSE in English and Maths (or equivalent) – minimum grade C (maximum of 25 words) |
|  |
| **Essential Criteria**   * Excellent written and oral communication skills (maximum of 25 words) |
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| **Essential Criteria**   * Ability to build strong and effective working relationships (maximum of 25 words) |
|  |
| **Essential Criteria**   * High degree of computer literacy including keyboard skills, use of standard office software, internet and social media (maximum of 25 words) |
|  |
| **Desirable Criteria**   * Knowledge of Young at Art and our aims and objectives (maximum of 20 words) |
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**SECTION 6: ADDITIONAL INFORMATION**

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| Please supply any further information you feel would be valuable or relevant in considering this application. |
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**SECTION 7: OTHER INTERESTS**

Please give details of any membership of professional societies, boards, institutions, and any voluntary work etc:

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| --- | --- | --- | --- |
| Group/Society Name | Activities/Role undertaken | Date commenced | Date left |
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**SECTION 8: ACCESS NI**

This position may involve regulated activity as it involves working with, or line-managing those working with unsupervised children or the same children on a regular basis.

**Is there any reason why you can’t work in regulated activity?**

|  |  |
| --- | --- |
|  | YES |
|  | NO |

We may require you to submit an application for an Access NI Enhanced Check, which will include a referral to the Disclosure and Barring Service (DBS). We will provide you with full information of how to apply for an enhanced check if required, and you can let us know if you are happy for us to proceed with a DBS barring list check.

The Access NI Code of Practice is available at <https://www.nidirect.gov.uk/publications/accessni-code-practice>.

You have an opportunity later in the disclosure and monitoring form to tell us confidentially about any criminal convictions. Please note, a criminal conviction does not necessarily prevent you from working with us, it will depend on the activity you will be working on and the nature of your conviction. We have policies on the Recruitment of Ex-offenders and Data Protection & Security. Copies are available on request.

**SECTION 9: REFERENCES & DECLARATION**

Please give the full contact information of two people from whom references may be sought. One of these should be your current or most recent employer. Family members may not act as referees. References will only be taken up for shortlisted applicants and all offers of employment are conditional on satisfactory references. Please indicate if you are happy for your references to be contacted:

I am happy for them to be contacted

□ If I am shortlisted

□ If I am offered the post

Name: Name:

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Address: Address:

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

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

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Postcode: Postcode:

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

Telephone Number (Daytime): Telephone Number (Daytime):

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

Mobile Number: Mobile Number:

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

Email: Email:

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

Relationship to Applicant: Relationship to Applicant:

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**DECLARATION**

This section of the form must be completed or your application will not be considered.

I declare that the information on this form is correct and nothing has been omitted, which to the best of my knowledge might affect my application. I also declare that I am legally permitted to work in the UK and will comply with the checks required to verify this, including production of valid identification documents.

Signed: Date:

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

NB: Please return with a digital or scanned signature. If you are unable to do so, your declaration of the statement above will be assumed and you will be required to sign a copy of this form should you be selected for interview. Inaccurate or misleading information in this form will result in applications being omitted from consideration, and any offers of interview or appointment being withdrawn.