



## CONFIDENTIAL APPLICATION FORM for DEVELOPMENT 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](mailto:recruitment@youngatart.co.uk).

Complete the form as fully and concisely as possible **based on the Person Specification and other job information supplied**. Candidates will be assessed against the essential and desirable criteria. Do not enclose any other materials, such as your CV.

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](mailto:recruitment@youngatart.co.uk).

The deadline for your application is **9am, Monday 13 June 2022**.

Late applications will not be considered.

Shortlisted candidates will be notified as soon after the deadline as possible. Online Interviews will take place on **Wednesday 22 June 2022**.

### SECTION 1: PERSONAL INFORMATION

Surname:

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Forename:

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Home Address

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Address for correspondence (if different):

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Tel Day:

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Mobile:

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Email:

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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:

Notice required: \_\_\_\_\_

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

Please outline your main job responsibilities:

**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

**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

**OTHER TRAINING**

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

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

## 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).

**Income Generation – Fundraising / Sponsorship & Partnership Development / Sales & Audience Development** (in no more than 300 words, please respond to the essential and desirable criteria set out below)

### Essential Criteria

- Experience of formal writing
- Experience of working to schedules and deadlines
- Excellent written and oral communication skills
- Ability to initiate and follow through on ideas
- Proven administrative and operational success in the arts, cultural or heritage sectors

### Desirable Criteria

**Event /Project Management** (in no more than 100 words, please respond to the essential and desirable criteria set out below)

**Essential Criteria**

- Evidence of managing competing demands
  
- Ability to build effective working relationships

**Desirable Criteria**

**Administration / General** (in no more than 100 words, please respond to the essential and desirable criteria set out below)

**Essential Criteria**

- Ability to work with a high degree of accuracy and attention to detail
  
- High degree of computer literacy including keyboard skills, use of standard office software, internet and social media
  
- GCSE in English and Maths (or equivalent) – minimum grade C

**Desirable Criteria**

## SECTION 6: ADDITIONAL INFORMATION

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:

Group/Society Name	Activities/Role undertaken	Date commenced	Date left

## 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?**

<input type="checkbox"/>	YES
<input type="checkbox"/>	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:

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Address:

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Postcode:

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Telephone Number (Daytime):

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Mobile Number:

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Email:

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Name:

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Address:

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Postcode:

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Telephone Number (Daytime):

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Mobile Number:

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Email:

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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:

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Date:

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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.