

Application for Employment

Post: Post of Keeper
Reference: ARLK/1/17/

Notes – Please read before completing the application form

- Applicants should submit this form only; supplementary material such as CV's will not be considered.
- You should use this form to highlight relevant and appropriate qualifications, experience and skills given the essential and desirable criteria outlined in the job description/person specification.
- Please return completed application form to: **Orlagh Darling, OMD Consulting, 11 Belvedere Park, Belfast, BT9 5GS.**
- Please ensure you return the monitoring form, in a separate envelope with your application form.
- In order to be considered your completed application must be returned no later than **12noon on Friday, 9 June 2017.**
- Interviews will be held on **Monday, 26 June 2017.**

Surname:	Title:	Forename(s)
Address:		National Insurance Number:
Post Code:		
Do you have the right to work in the UK?		If yes, please state your eligibility to work in the UK
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
Contact Telephone Number		
Mobile Telephone Number		
Private Email Address		

Please indicate where you heard of this vacancy

NI Job Finder Website <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>
Library Website <input type="checkbox"/>	Other (please specify)

Secondary School				
From	To	Type of School (e.g. Grammar)	Subjects	Results
University/Further Education				
From	To	University / College	Title of Degree / Diploma	Result
Details of any other training courses taken				
Date	Organising Body	Name of Course		Result

EMPLOYMENT HISTORY – PRESENT POST

Name and address of your present employer

Date Appointed

Present Salary/Wage

Period of Notice

Reason for leaving

Title and Main Duties of Your Present Post

PREVIOUS POSTS
(Please list your previous posts beginning with the most recent)
Continue on a separate page if necessary

1. Name and address of employer	Job Title and location	FROM DD/Mth/YY	TO DD/Mth/YY
<p>Salary</p> <p><u>Duties</u> (briefly):</p> <p>Reason for leaving:</p>			
2. Name and address of employer	Job Title and location	FROM DD/Mth/YY	TO DD/Mth/YY
<p>Salary:</p> <p><u>Duties</u> (briefly):</p> <p>Reason for leaving:</p>			
3. Name and address of employer	Job Title and location	FROM DD/Mth/YY	TO DD/Mth/YY
<p>Salary:</p> <p><u>Duties</u> (briefly):</p> <p>Reason for leaving:</p>			

4. Name and address of employer	Job Title and location	FROM DD/Mth/YY	TO DD/Mth/YY
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Salary:

Duties (briefly):

Reason for leaving:

5. Name and address of employer	Job Title and location	FROM DD/Mth/YY	TO DD/Mth/YY
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Salary:

Duties (briefly):

Reason for leaving:

GAPS IN EMPLOYMENT
(Please explain any gaps in your application)

Meeting the Criteria

In this section, we would like you to provide information which will aid the short listing process. In each of the sections please state how you meet the particular criteria, giving as much evidence as possible, including relevant dates (as appropriate) and relevant examples.

Please ensure this section of the form is completed fully and thoroughly to aid selection decision making. **Please restrict your answer to no more than 400 words per question.**

ESSENTIAL CRITERIA:

1.1 Possess a degree

1.2 Possess a professional library qualification

2.1 Experience managing staff, controlling budgets and an understanding of financial procedures.

2.2 3 years' or more experience in a professional library or archives post with experience of library or related management and resource discovery systems and familiarity with AACR2, RDA and MARC21.

2.3 Knowledge of and understanding of relevant policies and trends (e.g. care of collections, digital environment, publication, copyright legislation and trends in cultural heritage engagement).

2.4 Experience of networking with, and developing collaborative projects with other organisations.

3.1 Demonstrate strong leadership and change-management skills, including the ability to motivate and develop teams.

3.2 Demonstrate a good understanding of the cultural history covered by the Library's collections spanning the 15th to 19th centuries, and the ability to bring it to life for a variety of audiences.

3.3 Demonstrate excellent interpersonal skills and communication skills both orally and in writing to a variety of audiences.

4.1 Proof of the right to work in the UK (documented evidence will be required).

4.2 Ability and willingness to work flexibly, weekends and extended hours when necessary

DESIRABLE CRITERIA:

1.3 Have a higher degree in a relevant subject, MA or equivalent

1.4 Membership of a professional body for librarians.

2.5 Experience of working with special collections (within the last 3 years) and of cataloguing rare books to DCRM(B) standards or significant postgraduate experience in bibliography.

2.6 Experience of preparing fundraising applications and of managing the delivery of the project.

2.7 Experience of developing exhibitions.

3.4 Demonstrate excellent IT skills, including social media skills, and their use to connect to audiences.

3.5 Demonstrate commitment to Continuing Professional Development.

INTERVIEW ARRANGEMENTS

Interviews will be held on Monday, 26 June 2017, in Armagh.
Please confirm your availability to attend for interview on this date. (Please note the Library will not refund travel costs.) Please indicate if you need assistance.

CRIMINAL RECORDS

Do you have any criminal convictions that would prevent you working with children and handling finances? Yes/No.

If Yes, please provide the detail in a separate envelope and attach to your application form.

REFERENCES

Please give the names and addresses of two people to whom we may apply for employment references. One should be your current or most recent employer.
These will not be taken up unless an offer of employment is made.

Name:

Position:

Address:

Telephone Number:

Name:

Position:

Address:

Telephone Number:

DECLARATION (Please read this carefully before signing this application)

Armagh Robinson Library stores and processes data in accordance with Data Protection legislation. I understand the details I have provided on this form and other associated documents will be stored and processed in accordance with the Library's recruitment procedures and may be used for monitoring the effectiveness of its equal opportunities policy. In completing this form I give my consent for my details to be used for these purposes.

I confirm that the above information is complete and correct and that any untrue or misleading information will give the Governors and Guardians of Armagh Robinson Library the right to terminate any contract of employment offered or withdrawal of employment offer.

I am physically and legally able to discharge satisfactorily the duties of the post which I have applied.

Signed _____

Date _____

EQUAL OPPORTUNITIES MONITORING FORM

All candidates should complete this section. The information will be used for the purposes of monitoring the Equal Opportunities policy. Access to this information is strictly controlled and is not available to anyone involved in the selection process, including the selection panel

For Office use only:

Ref No: **ARLK/1/17/**

Please tick boxes as appropriate

Age

Date of Birth

Gender

Male Female

Perceived Community Background

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am neither a member of the Protestant or Roman Catholic Community

Ethnic Origin

To which of these groups do you belong?

White Indian

Black Pakistani
Caribbean

Black African Bangladeshi

Chinese Irish
Traveller

Other (please specify)

Disability

The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment, which has substantial and long-term effect on a person's ability to carry out normal day to day activities'.

In these terms do you consider yourself to be disabled?

Yes No

PLACE THIS FORM IN A SEPARATE ENVELOPE MARKED FOR THE ATTENTION OF THE 'MONITORING' OFFICER