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| ARL BW | *C:\Users\Robert\AppData\Local\Temp\Temp1_Reconciliation Fund Logos 2022.zip\Reconciliation Fund Logos\Rec Fund Logo Standard 800 x 300\Rec Fund Standard Colour.png* |

**Application for Employment**

###### Post: ‘Promoting Understanding Through Collections’ Project Officer

###### Reference: ARL/DFA/PO/08/22

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| **Notes – Please read before completing the application form** |

* Applicants should submit this form only; supplementary material such as CVs 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 your completed application form and monitoring form via email to director@armaghrobinsonlibrary.co.uk or by post to **The Director, Armagh Robinson Library, Library House, 43 Abbey Street, Armagh, BT61 7DY.**
* Please ensure you return the **monitoring form**, in a **separate email/envelope** than your application form, clearly marked **‘For the Monitoring Officer’**.
* In order to be considered, your completed application must be returned no later than **4 pm** on **Tuesday 30th August 2022.**
* It is anticipated that interviews will be held in-person in Armagh on **Wednesday 14th September 2022.**

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| Surname: | Title: | Forename(s):  |
| Address: Postcode:  | National Insurance Number: |
| **Do you have the right to work in the UK?** | **If yes, please state your eligibility to work in the UK** |
| Yes [ ]  No [ ]  |  |
| Contact Telephone Number |  |
| Mobile Telephone Number |  |
| Personal Email Address |  |

**Please indicate where you heard of this vacancy**

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| nijobfinder.co.uk website [ ]  | jobs.ac.uk website [ ]  |
| Library website [ ]  | Other (please specify)  |
| **Secondary School Education** |
| Subjects Passed | Level Obtained | Results | Year |
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| **University/Further Education**  |
| University / College | Degree/Qualification | Subject | Class of Honours/ Result | Year |
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| **Details of any other relevant training courses** |
| Year | Organising Body | Name of Course | Result |
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| **EMPLOYMENT HISTORY – PRESENT POST** |
| Name and address of your present employer |
| Date Appointed | Present Salary/Wage | Period of Notice |
| Reason for Leaving |
| Job 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** |
| **NAME AND ADRESS OF EMPLOYER** | **POSTS HELD AND BRIEF OUTLINE OF MAIN DUTIES** | **DATE OF TENURE****FROM – TO**(MM/YYYY – MM/YYYY FORMAT) | **NATURE OF EMPLOYMENT (FULL TIME, PART TIME, CASUAL)** |
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| **GAPS IN EMPLOYMENT****(Please explain any gaps in your application)** |
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| **Meeting the Criteria** |
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| In this section, we would like you to provide information which will aid the shortlisting process. In each of the sections please state how you meet the particular criteria, giving as much evidence as possible, including dates (as appropriate) and relevant examples. Each answer will be scored separately so it is permissible, if necessary, to restate something mentioned in a previous answer. Please ensure this section of the form is completed fully and thoroughly to aid selection decision making. **Please restrict your answers to no more than 300 words per question.** |
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# ESSENTIAL CRITERIA:

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| **1. Possess a primary degree (or equivalent qualification at Level 6 or above) in a relevant subject, e.g. (modern) history, museum studies, politics, theology, etc.***Please give exact detail, including full title of the qualification, the result obtained and awarding body.* |

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| **2. Have at least one year’s previous experience carrying out historical research including thorough knowledge of research and archival sources, collating data, analysing information, identifying issues and producing research-related outputs.***Please detail below your experience (you should state the specific dates in which you obtained the experience, where you obtained it – i.e. name of employer/voluntary body, etc. and the type of experience)* |

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| **3. A proven ability to deliver work on time to a high standard.** |

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| **4. Have at least 6 months’ previous experience of co-ordinating and delivering workshops and other public engagement activities, e.g. lectures or conferences for adults and/or sessions for schools.***Please detail below your experience (you should state the specific dates in which you obtained the experience, where you obtained it – i.e. name of employer/voluntary body, etc. and the type of experience)* |

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| **5. Have excellent IT skills, e.g. competence in the use of Microsoft Office applications including Word, Excel, PowerPoint and Outlook; experience working with digital cameras/scanners and imaging software; prior use of Collections Management Software when working in a Library, Museum or Archive; use of social media and online platforms such as Zoom/Microsoft Teams.** |

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| **6. Have excellent written and oral communication skills.** |

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| **7. Able to work independently and as part of a team.** |

# DESIRABLE CRITERIA:

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| **1. Possess a postgraduate degree (or equivalent qualification at Level 7 or 8) in a relevant subject (e.g. history, archives and records management, library/museum studies, politics, theology, etc.), ideally involving study/research relating to Ireland in the (late) 20th century.***Please give exact detail, including full title of the qualification, the result obtained and awarding body.* |

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| **2. Have at least 6 months’ previous experience of cataloguing historic collections, e.g. within an archive, library or museum.***Please detail below your experience (you should state the specific dates in which you obtained the experience, where you obtained it – i.e. name of employer/voluntary body, etc. and the type of experience)* |

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| **3. Proven ability to work within a budget and to operate within strict financial control procedures.** |

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| **4. Have previous experience in the implementation of a marketing programme and carrying out associated PR activities.** |

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| **5. Have at least 6 months’ previous experience of organising, directing and supervising volunteers working on practical projects.***Please detail below your experience (you should state the specific dates in which you obtained the experience, where you obtained it – i.e. name of employer/voluntary body, etc. and the type of experience)* |

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| **6. Previous experience of recording oral history.** |

# CRIMINAL RECORDS

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| Do you have any criminal convictions that would prevent you working with children and/or handling finances? **Yes / No** (*Delete as appropriate*) If Yes, please provide the detail in a separate envelope and attach to your application form.  |

# REFERENCES

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| Please give the names and contact details of two people to whom we may apply for 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: Email: | Name: Position: Address: Telephone Number: Email: |

**DECLARATION** (Please read this carefully before signing this application)

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| 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 withdraw or terminate any contract of employment offered.I am physically and legally able to discharge satisfactorily the duties of the post for which I have applied.  |
| Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |