



APPLICATION FOR EMPLOYMENT METADATA ASSISTANT

Please return this completed application form with a cover letter stating why you are interested in this post and include the Monitoring Questionnaire.

Applications must be sent by post to:

Lyndsey Waring
Northern Ireland Screen
3rd Floor Alfred House
21 Alfred Street
Belfast BT2 8ED

CLOSING DATE OF APPLICATION: 12 noon Wednesday 17 January 2018

Under no circumstances will applications be accepted after this deadline. Applications **cannot** be submitted by email.

Please complete this form **LEGIBLY** electronically or in black ink and ensure it is returned by the above date.

Please answer the questions fully as this will enable us to correctly assess your application.

1. PERSONAL DATA

Mr/Mrs/Miss/Ms:	Address:.....
Surname:
Forename(s):
Town/City:	County:.....
Post Code:	Home Telephone No.:.....
Work Telephone No.:	Mobile Telephone No.:.....
Email:.....	

2. EDUCATION AND TRAINING

Please list below in chronological order the exams which you have taken since the age of eleven.

Course title (Full-time, part-time etc)	From	To	Subject	Examinations passed		
				Level	Grade	Date

THIRD LEVEL

Name of College/University	Title of Course(s)	Qualifications(s) Obtained	Date Awarded

APPRENTICESHIPS & FURTHER TRAINING

Please indicate any apprenticeship / NVQ or vocational training undertaken and level attained.

PROFESSIONAL QUALIFICATIONS/MEMBERSHIPS

Please indicate the level of membership of professional bodies/associations. Indicate where membership is full or intermediate and whether the membership status has been achieved through experience or by study and examinations.

Please give details of relevant development/training courses of a short-term nature.

3. CAREER HISTORY

Please list all jobs you have held since finishing full-time education starting with the present or latest position and going back chronologically. Where you have held more than one position in one organisation, please record these as separate jobs. Please continue on a separate sheet if necessary.

From/To (Month/Year)	Name and Address of Employer (indicating nature of business)	Main Duties/Responsibilities:
Job Title:	Present Salary:	
Other Benefits:		
Notice Period:		
Reason for Leaving:		

From/To (Month/Year)	Name and Address of Employer (indicating nature of business)	Main Duties/Responsibilities:
Job Title:	Final Salary:	
Reason for Leaving:		

From/To (Month/Year)	Name and Address of Employer (indicating nature of business)	Main Duties/Responsibilities:
Job Title:	Final Salary:	
Reason for Leaving:		

From/To (Month/Year)	Name and Address of Employer (indicating nature of business)	Main Duties/Responsibilities:
Job Title:	Final Salary:	
Reason for Leaving:		

From/To (Month/Year)	Name and Address of Employer (indicating nature of business)	Main Duties/Responsibilities:
Job Title:	Final Salary:	
Reason for Leaving:		

From/To (Month/Year)	Name and Address of Employer (indicating nature of business)	Main Duties/Responsibilities:
Job Title:	Final Salary:	
Reason for Leaving:		

From/To (Month/Year)	Name and Address of Employer (indicating nature of business)	Main Duties/Responsibilities:
Job Title:	Final Salary:	
Reason for Leaving:		

From/To (Month/Year)	Name and Address of Employer (indicating nature of business)	Main Duties/Responsibilities:
Job Title:	Final Salary:	
Reason for Leaving:		

4. ESSENTIAL & DESIRABLE CRITERIA - please detail how you meet the essential and desirable criteria

ESSENTIAL CRITERIA

Demonstrate using examples (max 300 words):

Excellent organisational skills, the ability to analyse information and communicate both orally and in writing

Demonstrate using examples (max 300 words):

A good working knowledge of Metadata standards

DESIRABLE CRITERIA

Demonstrate through personal examples your: (Max 300 words)

- Knowledge or familiarity with digital preservation.
- Knowledge of Northern Ireland culture, history and film

5. FURTHER PERSONAL INFORMATION

Do you have any unspent convictions under the Rehabilitation of Offenders Act 1974? Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please provide details:

6. REFEREES

Please supply details of two referees, one of whom must be your current or most recent employer:	
Name:	Name:
Position:	Position:
Address:	Address:
Tel No:	Tel No:
Nature of Relationship:	Nature of Relationship:

7. DECLARATION

I declare that the foregoing particulars are complete and correct to the best of my knowledge and belief:	
Signed:	Date:
WARNING: Any candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.	