

ACCOUNTS AND GENERAL ADMINISTRATIVE OFFICER

Application Form

Please complete all sections of the form in full and return it by the specified closing date to: The Administrator, Armagh Observatory, College Hill, Armagh, BT61 9DG, Northern Ireland.

1. Surname: Title (Mr Ms Mrs):
- Other Names: Age and Date of Birth:
- Place of Birth: Nationality/Citizenship:

2. Home address and telephone number; mobile telephone number and/or fax number, and e-mail address (if any):
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3. Second-Level Qualifications and Subjects Studied (e.g. GCSEs and O-Levels, School Leaving Certificate or equivalent qualifications, A-Levels etc.):

School(s) Attended	Subjects Studied	Dates	Grades
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- Other Second-Level Qualifications (if any):
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Subjects Studied	Dates	Grades
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Subjects Studied

Dates

Grades and Awarding Body

5. Please describe your present job (if any) and key responsibilities, and your previous work experience since leaving school or university:

- 7. Please indicate how you satisfy the essential and desirable requirements for the post as outlined in the Job Information (continue on an additional sheet if required).**

pastimes:

9. Please provide any further information on work experience or other skills and experience which you believe is relevant to your application:

10. Work Permit:

In certain circumstances, for example if the person is a national of a country other than a full member of the European Union (EU) or the European Economic Area (EAA), it may be necessary to obtain a Work Permit. It will be the responsibility of the successful applicant to obtain the Work Permit and to satisfy all the requirements of the relevant immigration authorities. The position may not begin before the Work Permit has been issued.

Do you anticipate that a Work Permit will be required?

11. Referees. Please provide the name, contact address, telephone or fax number and/or e-mail address of three people whom we can approach to provide a reference in support of your application. At least one of the references must be from a supervisor or other senior manager from a previous or current employer who is in a position to assess your work-related skills and experience.

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12. I confirm that the information provided on this form is correct and I understand that any misrepresentation or omission may render me liable to dismissal if engaged. If offered an appointment, I agree to undergo a pre-employment medical examination if required. I understand that I may also be required to provide documentary proof of all qualifications.

Signature:

Date:

Armagh Observatory and Planetarium Equal Opportunities Monitoring Form

(Return with your application form)

Please note that this form is regarded as part of your application and failure to complete and return it will result in disqualification.

For Official Use Only

Post: Accounts and General Administrative
Officer

Ref:

It is the policy of the Governors of the Armagh Observatory and Planetarium to ensure that all eligible persons have equal opportunities for employment and advancement in the Armagh Observatory and Planetarium on the basis of their ability, qualifications and aptitude. The Governors of the Armagh Observatory and Planetarium select those suitable for appointment solely on the basis of merit without regard to an individual's religious belief, political opinion, trade union membership, gender, marital status, sexual orientation, age, disability, race, colour or ethnic origin. In order to ensure that the equal opportunity policy of the Governors of the Armagh Observatory and Planetarium is effectively implemented, applications for employment are monitored in terms of gender and community background.

Gender

Please tick as appropriate

Male

Female

Community Background

The Fair Employment and Treatment (Northern Ireland) Order 1998 (the Order) outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the Order. The use and confidentiality of community background information is protected by the Order. It will be used only for monitoring the effectiveness of the equal opportunities policy of the Governors and to comply with obligations relating to monitoring, investigations or proceedings under the requirements of the Order. Please indicate your community background by ticking the box below:

I have a Protestant community background

I have a Roman Catholic community background

I have neither a Protestant nor a Roman Catholic
community background

