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| --- | --- |
| Job Ref No |  |
| Applicant Ref No |  |

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**Application Form**

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Completed application & monitoring forms must be returned via email to: [siobhan.mclaughlin@titanic-foundation.org](mailto:siobhan.mclaughlin@titanic-foundation.org) by 12noon on Friday 7th February.

Please note that CVs will not be accepted.

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| **Position Applied for:** | **Product Development Manager** |

**1 Personal Details**

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| --- | --- |
| **Title:** (e.g. Mr/Mrs/Ms/Miss/Dr etc)  **Forename(s):**  **Surname:** | **Address:**  **Postcode:** |
| **Email address:** | |
| **Home Telephone No:**  **Daytime Telephone No:**  **Mobile No:** | |
| **Do you need a work permit to take up employment in the UK?**  YES / NO | **Do you hold a current driving licence & have access to a car for work purposes?**  YES / NO |

**2 Education** (details of schools attended, examination passed etc)

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Type of School**  **(e.g. Grammar, Secondary etc)** | **Examinations Taken & Grades Attained** |
|  |  |  |  |
| **From** | **To** | **College/University** | **Course Title and Grade Attained** |
|  |  |  |  |

1. **Management / Technical / Postgraduate Attainments**

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| --- | --- | --- |
| **Please list below any additional relevant training courses you have completed** | | |
| **Name of Course** | **Award** | **Date** |
|  |  |  |

1. **Membership of Professional Bodies**

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| --- | --- | --- |
| **Name of Professional Body** | **Grade of Membership** | **Date Attained** |
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**5 Most Recent Appointment**

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| --- | --- |
| **Name & address of employer** | **Nature of business** |
|  |  |
| **Are you currently employed by this organisation?** YES / NO | **Reason for leaving** |
| **Title of appointment** | **Date Appointed**  **From: To:** |
| **Current Basic Salary**  **Other pay benefits (bonus, commission, etc)** | **Pension Terms**  **Fringe benefits (car etc.)** |
| **Please outline your present responsibilities in bullet form, stating to whom you are responsible and who is responsible to you (if applicable).** | |

**6 Selection Criteria**

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| **Using examples, please demonstrate how you meet the essential criteria.**  **Please use a maximum of 1,000 words for this section.** |
| At least 2 years’ experience (3 years is desirable) in:   1. The development of innovative projects and events including project management of capital projects with minimum budget of £50,000. |
| 1. Building and managing relationships with multiple stakeholders or clients. |
| 1. Working as part of a small team. |
| 1. The development and control of complex budgets. |
| **Please demonstrate how you meet the following essential criteria in 500 words or less:**   * Ability to work unsupervised and to use own initiative. * Organisational skills, motivation and ability to work to deadlines. * Good IT skills. * Hold a full current driving license and have access to a car. |
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| **Using examples, please demonstrate how you meet the following desirable criteria. Please only use a maximum of 500 words for this section.** |
| Experience in digital technology. |
| Experience in community engagement. |
| Has knowledge, passion and understanding of Belfast’s maritime heritage. |

1. **Employment History**

Please record your previous occupational experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From**  **Month Year** | **To**  **Month Year** | **Name of Employer**  **Nature of Business** | **Job Title**  **Main Duties** | **Salary** |
|  |  |  |  |  |

**8 Reasonable Adjustments**

If during the assessment process you wish to request for any reasonable adjustments to be made please outline your request below:

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It will be a condition of any offer of employment that TFL may require you to undergo a medical examination.

**9 Additional Information**

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| **Please give detail of any convictions you have. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order** | YES / NO  If yes, please give dates and details: |

**10 Referees**

Please list the names and addresses of two people who could act as referees, one of whom should be your current employer, another of whom should be your penultimate employer and the last of whom should be personal. Referees will not be contacted until a provisional offer is made.

**Please note that a present/most recent employer’s reference will be required if we are considering you for an appointment following your interview.**

**May we approach your present/most recent employer for a reference if we are considering you for an appointment?** YES / NO

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Organisation:** | **Organisation:** |
| **Occupation:** | **Occupation:** |
| **Address:** | **Address:** |
| **Tel No:** | **Tel No:** |
| **Email Address:** | **Email Address:** |
| **Relationship to Referee:** | **Relationship to Referee:** |

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| **How soon could you be free to take up a new appointment?** |
| **Declaration:**  The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice my application or lead to an offer or contract of employment being withdrawn.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note:** A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

Once you have completed the Application Form, please also complete the Monitoring Form and email both to [Siobhan.mclaughlin@titanic-foundation.org](mailto:Siobhan.mclaughlin@titanic-foundation.org) by 12noon on Friday 7th February.

Should you be invited for interview, you will be required to sign a copy of your application.

Thank you!