

**LIBRARIES NI
APPLICATION
FORM**

Temporary Branch Library Manager - Coleraine

Please complete this application form in typeface Arial Size 12 font (N.B. this form has been created for use with Adobe Acrobat software only. If you do not have the software this may be downloaded free of charge using the following link – <https://get.adobe.com/uk/reader>).

If handwritten, use block capitals and do not exceed the space provided. Any additional sheets or information, not specifically requested, will be withheld from the selection panel. Please ensure that you present clear evidence (including dates, where appropriate) to enable the panel to assess your eligibility for the post. It is important to refer to the Guidance Notes for Applicants when completing your application form.

Three (3) copies of completed applications must be submitted to be received not later than 2:00pm on Thursday 24 January 2019

Personal Details

Dr /Mr /Mrs /Ms /Miss	Forename(s)	Surname:	
Home Address:			
Postcode:		National Insurance Number:	
Home Telephone:		Work Telephone:	
Mobile Number:			
E-mail Address:			
Current Employer:			
Substantive Post:			
Current Salary:			
Are there any restrictions to you remaining in and taking up employment in the UK?		Yes	No
If yes please provide details of any working restrictions and include expiry date of visa's or work permits.			
Do you hold a current Driving Licence?		Yes	No
Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post?		Yes	No

Job Reference:
1811/72 PAR

Career History (start with current post)

Dates	Employer, Job Title & Salary	Main Duties & Reason for Leaving

Applicants must present clear evidence that they meet the following criteria along with relevant dates (as appropriate)

Essential Criterion 1

Confirm you hold a minimum of two GCE A levels OR equivalent OR higher qualification PLUS a minimum of two years' experience in a public, academic or specialist library within the last seven years **OR** have a minimum of three years' experience in a public, academic or specialist library, within the last nine years.

[Empty response area for Essential Criterion 1]

Essential Criterion 2

By giving examples, demonstrate you have experience of contributing to the promotion and delivery of library services to a diverse range of people, including children and older people, in a face to face environment.

[Empty response area for Essential Criterion 2]

Essential Criterion 3

By giving examples, demonstrate you have experience using current Information Communication Technology (ICT) systems/applications in an information and learning context.

Essential Criterion 4

By giving examples, demonstrate you have experience of partnership working OR working collaboratively with others.

Essential Criterion 5

By giving examples, demonstrate you have experience of working in a team environment.

Essential Criterion 6

Confirm your ability to work a pattern comprising a mix of mornings, afternoons, evenings and weekends both at base and in other service points as required.

Essential Criterion 7

Confirm you have no criminal record which would prevent working with children or adults at risk.

Desirable Criterion 1

By giving examples, demonstrate you have experience of managing staff.

Safeguarding

Please note this post may involve 'regulated activity' as defined under the 'Safeguarding Vulnerable Groups (NI) Order 2007'.

Is there any reason as to why you would not be suitable to work with children/young people/vulnerable adults in a library setting?

Gaps in Employment

Please provide information below to explain any gaps in your employment history.

Equal Opportunities

Please complete and return the Equal Opportunities monitoring questionnaire with this application form.

In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities".

If you consider yourself to have, or have had, a disability that is relevant to the position for which you are applying please provide any relevant information about your disability and your requirements that you may need so that we can process your application fairly and make any reasonable arrangements/adjustments for your attendance at interview.

References (Not Applicable for Employees of Libraries NI)

Please give the names and addresses of two referees, one of whom should be able to comment on your suitability to work with children/young people/vulnerable adults in a library setting (if applicable) and/or your professional ability. Prior consent of referees should be obtained. References must not be submitted with this form. Libraries NI will seek references from present/previous employers for all regulated positions.

Referee 1(current/most recent employer)*	Referee 2
Name:	Name:
Address:	Address:
Capacity in which you know this person:	Capacity in which you know this person:
Email:	Email:

**regulated positions only. Please refer to Guidance Notes for Applicants.*

Declaration

	<p>1. I declare that I have not canvassed in any way and that the information contained in this form is true and accurate.</p> <p>2. I understand this post is (or may be) exempt from the provisions of the rehabilitation of offenders (NI) Order 1978 by virtue of the Rehabilitation of Offenders (exemptions) (NI) Order 1979 and (Exceptions Amendment) Order (Northern Ireland) 1987. In the event of my application being successful, I consent to a check being made with AccessNI to determine if there is any record of convictions, cautions or bind-overs against me.</p> <p>3. The information on this form is required by Libraries NI for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 2018. Your signature to the form is deemed to be an authorisation by you to allow Libraries NI to process and retain the information for the purpose(s) stated.</p>		
Signed:			
Name:	(please print)	Date:	

Three (3) copies of completed applications must be submitted to:

The Equality Officer, Libraries NI, Business Support, Second Floor, Portadown Library, 24-26 Church Street, Portadown, Co. Armagh, BT62 3LQ
to be received not later than 2.00 pm on Thursday 24 January 2019.

Faxed OR emailed applications will not be accepted. Late application forms, CVs and additional information (other than that specifically requested) will not be accepted.

To view Libraries NI's privacy statement please visit www.librariesni.org.uk or ask Human Resources staff for a copy.