



Dear Applicant,

Thank you for your interest in Down Armagh Rural Transport Partnership.

Please find to follow an application form for the post of [Development Officer](#).

Your application form can be completed on a mobile device, tablet or PC. You can save and complete your application at a later date if you would prefer.

Please click [here](#) to view our Job Description and Personnel Specification

You will find links to our Equal Opportunities Policy, Recruitment of Ex-Offenders & Security of Disclosures Policy and our Privacy Policy at the end of the application for your reference.

You will be required to complete a monitoring form for Equal Opportunities, this will be sent to you upon submission.

Closing date is 12 noon, 30th August 2022.

May we take this opportunity to wish you every success in your application.

Yours Sincerely

Kerry Hearn

Operations Manager

Development Officer Application Form

Name *

First Name

Last Name

Address *

Street Address

Street Address Line 2

Date of Birth *



Day Month Year

Phone Number *

Please enter a valid phone number.

Email *

example@example.com

National Insurance No. *

Do you hold a current clean driving licence? *

Yes

No

Do you have a disability which presents special needs at the selection interview? *

Yes

No

Qualifications or Vocational Awards

Please list most recent first

Do you have use of a car for travel to work?

- Yes
- No

Are you prepared to have a flexible approach to working hours (occasional weekend work may be necessary) *

- Yes
- No

Employment/Volunteering Record & Experience

Please list in order, most recent employment/volunteering first, please include any office experience, including telephone experience

	Title	Date Passed	Subject	Grade
Exam/Course				
Exam/Course				
Exam/Course				
Exam/Course				
Exam/Course				
Exam/Course				
Exam/Course				
Exam/Course				

	Name & Address of Employer/ Organisation	Position Held	Date Started	Date Ended	Brief list of duties, to include type of vehicle driven, if applicable	Reason for Leaving
1.						
2.						
3.						
4.						
5.						

6.

Other relevant information

Please outline your ability to work on your own initiative as well as part of a team.

Please outline your ability to communicate effectively, both verbally and in writing.

Describe how you prioritise your tasks and manage your time

Please outline your experience with design/social media campaigns and general marketing content. Please provide evidence with your application - attachments or links to your portfolio of content that you have created. (At least three examples which you will discuss at interview)

How would you describe your knowledge of various IT packages such as Word, Excel and PowerPoint?

References

Please list the name, address and contact number of two references - at least one should be a previous employer

Use the space below to give any other information you feel is relevant to your application.

Name *

First Name Last Name

Address *

Street Address

Street Address Line 2

Town/City County

Post Code

Email *

example@example.com

Phone Number

Please enter a valid phone number.

Current employer? *

Yes

No

Name *

First Name

Last Name

Address *

Street Address

Street Address Line 2

Town/City

County

Post Code

Email *

example@example.com

Phone Number

Please enter a valid phone number.

Current employer? *

Yes

No

Do you have any objection to contact being made with your present employer? *

Yes

No

Declaration

I declare that the information that I have given is correct:

Date



Day Month Year

Click [here](#) to view our Equal Opportunities Policy

Click [here](#) to view our Policy on Recruitment of Ex-offenders & Disclosure Security

Click [here](#) to view our Privacy Notice

Thank you for taking the time to complete this form.

If you meet our shortlisting criteria, we will be in touch.

DART Partnership