



Catalyst Inc

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Application for Employment

Post: Post of Springboard Coordinator

Reference: SBC/1018

Notes – Please read before completing the application form

- Applicants should submit this form only; supplementary material such as CV's will not be considered. You should use this form to highlight relevant and appropriate qualification, experience and skills given the essential and desirable criteria outlined in the job description.
- Please return completed application form to:
Monitoring Officer, The Innovation Centre, Queen's Road, Queen's Island, Belfast, BT3 9DT or by soft copy to shauna.collins@catalyst-inc.org
- Please ensure you return the monitoring form, in a separate envelope with your application form, or, if you are submitting a digital application please attach the monitoring form as a separate file and label accordingly.
- In order to be considered a signed copy (scanned and signed if submitting digitally) of your completed application must be returned no later than **10am on Monday, 29th October 2018**.

Title:	Forename:	Surname:
Address & Postcode:		
National Insurance Number:		
Do you have the right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please state your eligibility to work in the UK.	
Contact telephone number		
Mobile telephone number		
Private email address		
Please indicate where you heard of this vacancy:		
Secondary/Further Education		

From	To	Type of school (e.g. Grammar)	Subjects	Results

University/Higher Education

From	To	University/ College	Title of Degree/ Diploma	Result

Details of any other training courses taken

Date	Organising Body	Name of course	Result

Employment History – Present Employer

Name and address of present employer		
Date appointed	Job Title and Present salary/wage	Period of notice
Reason for leaving		
Main duties of present post		

Previous Post
 (Please list your previous post beginning with the most recent)
 Continue on a separate page if necessary

Name and address of employer	Job title and location	From	To

Rate of pay

Duties

Reason for leaving

Name and address of employer	Job title and location	From	To

Rate of pay

Duties

Reason for leaving

Name and address of employer	Job title and location	From	To

Rate of pay

Duties

Reason for leaving

Essential Criteria

Please demonstrate how you meet the Essential Criteria, giving as much evidence as possible. Please ensure this section of the form is completed fully and thoroughly to aid selection decision making. You may continue on a separate sheet, if needed. Please do not submit more than one additional A4 page.

Empty response area for providing evidence.

Desirable Criteria

Please demonstrate how you meet the Desirable criteria. You may continue on a separate sheet, if needed. Please do not submit more than one additional A4 page.

Interview arrangements

Please provide details of any dates which do not suit you to attend for interview.

References

Please give the names and addresses of two people to whom we may apply for employment references. One should be your current or most recent employer. These will not be taken up unless an offer of employment is made

Name	Name
Position	Position
Address	Address
Telephone number	Telephone number

Declaration

(Please read this carefully before signing this application)

The Northern Ireland Science Park stores and processes data in accordance with current Data Protection legislation. I understand the details I have provided on this form and other associated documents will be stored and processed in accordance with the Company's recruitment procedures and may be used for monitoring the effectiveness of its equal opportunities policy. In completing this form I give my consent for my details to be used for these purposes.

I confirm that the above information is complete and correct and that any untrue or misleading information will give the management of the Northern Ireland Science Park the right to terminate any contract of employment offered or withdrawal of employment offer.

I confirm to the best of my knowledge the above information is correct.

Signed	Date
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