



APPLICATION FORM

POSITION APPLIED FOR: _____

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered, and we cannot accept CVs.

Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements, adding continuation sheets if necessary. All information given will be treated with the strictest confidence.

NB. APPLICATIONS WILL REMAIN ANONYMOUS AT THE SHORTLISTING STAGE. SECTION 1 OF THE APPLICATION FORM IS FOR ADMIN PURPOSES ONLY AND WILL NOT SHARED WITH THE SHORTLISTING PANEL.

1. PERSONAL DETAILS

Surname:	Forenames:
Title:	Home/Mobile Number:
Home Address:	
Postcode	Email:

DISABILITY DISCRIMINATION ACT 1995

If you require special arrangements to assist you at the application stage and/or if called for an interview, please provide details below:

RIGHT TO WORK

Do you have the right to work in the UK? Yes/No

Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996

CRIMINAL OFFENCES

By virtue of the Rehabilitation of Offenders (exceptions) Order (NI) 1979 and because of the nature of the work for which you are applying, this post is exempt from the provisions of Article 5 of the Rehabilitation of Offenders (NI) Order 1978. Accordingly, you are not entitled to withhold information about convictions, which would otherwise be considered as 'spent' under the provisions of the 1978 Order. Failure to disclose such information could result in dismissal or disciplinary action in the event of employment.

Is there any reason you cannot work in regulated activity? Yes / No

If 'Yes' please give details below:

It should be noted that convictions for certain offences do not necessarily debar an applicant from obtaining employment. Please note that any offer of employment is subject to a satisfactory Access NI check for posts which involve contact with children and/or adults at risk. This disclosure will be requested to assist with the decision-making process. A copy of the Access NI Code of Practice, our Recruitment of Ex-Offenders Policy and our Policy on the Handling, Storage and Disposal of Disclosure Information are available to all applicants on request. Please email lisa@ulsterorchestra.com stating which policy/policies you require.

REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

	Name	Position/Company	Contact Details	Nature of Relationship
1.				
2.				

VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that false information given may result in a job offer being withdrawn or employment termination if false information comes to light later.

Signature: _____ Date: _____

2. SECONDARY LEVEL EDUCATION

Examinations Taken and Qualifications Gained (Specify Grades)**3. FURTHER/ HIGHER EDUCATION****Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)****4. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Institute/ Organisation	Level/Grade of Membership (Where appropriate)

5. TRAINING / AWARDS**Relevant training courses attended and/or awards achieved, including dates if appropriate:**

6. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer, including voluntary positions)

Name of Employer:	Dates:	Job Title & Responsibilities:	Final Salary:	Reason for Leaving:

7. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position, referring to the essential and desirable criteria in the job description and providing examples to demonstrate your relevant skills and experience.

Any other information in support of your application.

Please return the completed application form to careers@ulsterorchestra.com no later than midnight on Sunday 30th November 2025.