**Ref No**:



**The Royal Belfast Academical Institution**

**Application For Employment**

APPLICANT’S NAME: ………………………………………………………………….

POSITION APPLIED FOR: **RBAI Foundation Communications Manager**

Please complete the Application Form and Monitoring Form ensuring you have supplied evidence of your qualifications, experience and skills relating to the criteria for the post. Completed application forms should marked private and confidential and be returned to the Bursar at [info@rbai.belfast.ni.sch.uk](mailto:info@rbai.belfast.ni.sch.uk)

Closing date for receipt of applications: **12 noon, Friday 10 October 2025**

**Personal Information**

SURNAME: ……………………………… FORENAME(S): …………………………

Mr / Mrs / Miss / Ms / Dr / Other

ADDRESS: …………………………………………………………………………………………………

…………………………………………………………………………………………………

POSTCODE: ……………………………………….

TEL. HOME: ………………………………

MOBILE:………………………………………...

CONTACT EMAIL: …………………………………………………………………

**Education / Qualifications**

|  |  |  |
| --- | --- | --- |
| GCSE/AS/  A’ LEVEL(S) | SUBJECT(S) | GRADE |
|  |  |  |

Continue on separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| TECHNICAL CERTIFICATE | LEVEL | DATE |
|  |  |  |

**Training / Higher Education**

Please include any relevant training activities undertaken including short courses or in-house training by your employer.

|  |  |  |
| --- | --- | --- |
| NAME OF INSTITUTION | TITLE AND NATURE OF COURSE | DATES |
|  |  |  |

Continue on separate sheet if necessary

**Employment Record**

**Current Employment**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: NOTICE REQUIRED:

BASIC SALARY:

DUTIES:

**Previous Employment**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

**Previous Employment**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

Continue on separate sheet if necessary

**Further Information In Support Of Your Application**

Please include here information on how you consider your skills, knowledge and experience are relevant to this post and meet the criteria for the post set out in the eligibility criteria on page 6.

You may wish to include experience gained at work or in a voluntary capacity or any other interests you feel relevant to your application.

**References**

Please give the name of two referees, at least one of whom should be able to comment on your work, preferably your current or most recent employer. Please indicate if you do not wish any of these referees contacted prior to interview

|  |  |
| --- | --- |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |
|  |  |
|  |  |
|  |  |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |

**Declaration By Applicant**

(a) I have read the information and all the questions on this form have been accurately answered to the best of my knowledge.

(b) I am not suffering from any medical condition which would prevent me carrying out the duties of this post in a satisfactory manner.

(c) I have not been barred by the Disclosure and Barring Service from working in Regulated Activity\*

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date for return of application:**

**12 noon on Friday 10 October 2025**

All information given by you on this form is held by the School in accordance with EU and UK data protection legislation. The information is used for the selection and appointment to the post you have applied for. Information relating to the successful applicant will be transferred to their School personnel file. Information for all unsuccessful applicants will be held for six months after completion of the selection process and then securely destroyed.

Our staff privacy notice detailing how we collect, use and store data may be found at [www.rbai.org.uk](http://www.rbai.org.uk).

Please complete statement of community background on next page

**Ref No**:

**Statement Of Community Background**

|  |
| --- |
| **Monitoring Questionnaire *Private & Confidential***  We are an Equal Opportunities Employer. We do not discriminate on grounds of  religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.  Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.  **My background is that of the Protestant community**  **My background is that of the Roman Catholic community**  **I am a member of neither the Protestant nor**  **Roman Catholic community background**  **Please indicate whether you are: Female**  **Male**    If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.  Note: It is a criminal offence under the legislation for a person to *“give false information in connection with the preparation of the monitoring return”*. This information will be treated in the strictest of confidence and protected from misuse. It will be used *solely* for the purpose of monitoring our equal opportunity employment policy. |