**A picture containing clipart

Description automatically generated**

**APPLICATION FORM – COMMUNICATIONS OFFICER**

|  | Personal Details |
| --- | --- |
| Full name |  |
| Address incl post code |  |
| Previous address |  |
| Home telephone no |  |
| Mobile telephone no |  |
| Email address |  |

**Qualifications (A-Level / Tertiary level / Professional)**

**(including details of any course currently being undertaken)**

|  |  |
| --- | --- |
| **Qualification title** | **Grade obtained (or anticipated) / year** |
|  |  |
|  |  |
|  |  |

**CAREER HISTORY**

Please enter detail of your career history, beginning with your present or most recent position.

| Company | Job title | Dates Held | Achievements and duties | Salary |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ESSENTIAL CRITERIA**

In no more than 300 words for each criterion, please demonstrate how you meet the essential criteria through recent (within the last 5 years) experience. Please provide specific examples.

| 1. At least three years' experience in a communications type role *(Please provide specific examples clearly setting out the role you played, the contribution you made, and the outcome achieved)* |
| --- |
|  |

|  |
| --- |
| 2. Excellent writing, editing, and proofreading skills *(Please provide specific examples)* |
|  |

| 3. Proficiency in digital media tools and creating content for various websites, social media channels and other media outlets *(Please provide specific examples clearly setting out the role you played, the contribution you made, and the outcome achieved)* |
| --- |
|  |

| 4. Effective organisational skills including attention to detail and ability to multitask. *(Please provide specific examples clearly setting out the role you played, the contribution you made, and the outcome achieved)* |
| --- |
|  |

|  |
| --- |
| 5. Ability to work independently and as part of a team (please give examples) |
|  |

**Driving Licence:** Do you have a full valid driving licence? Yes / No\*

\* Please delete as appropriate.

**DESIRABLE CRITERIA**

| 1. Experience of agricultural research and / or knowledge exchange to farmers |
| --- |
|  |

|  |
| --- |
| 2. Familiarity with agriculture issues and terminology |
|  |

**Referees.**

Please provide details of 2 referees we may contact in relation to your application.

It is preferable that one referee is your present or most recent employer. Referees will not be contacted until interviews are completed and an offer of appointment is made. Referees should not be related to you.

| Name, company and position | Capacity in which known to the candidate (work colleague, friend etc) | Contact details  (include email & phone (preferable mobile)) |
| --- | --- | --- |
|  |  |  |
|  |  |  |

I declare the above information to be complete and true to the best of my knowledge.

I have personally completed the application form.

SIGNED :.................................................................DATE : ……………………………………..

Thank you for completing this application. Please return either by email to:

[sean@agrisearch.org](mailto:sean@agrisearch.org) or by post to:

Sean Kane

Operations Manager

AgriSearch

Innovation Centre

Large Park

Hillsborough

County Down

BT26 6DR

**Completed application forms must be received no later than Monday 6th January at 5pm.**

By signing and returning this Application Form, you consent to Agrisearch using and keeping information about you, provided by you or third parties, such as referees relating to your application for future employment.

Please note that as part of the recruitment process AgriSearch needs to gather personal information as supplied by you and / or third parties, such as referees, relating to your application. This information will be used in connection with making a decision in regard to your suitability for employment, and if successful will be used to form your personnel record. This information will be retained for the duration of such employment. If you are unsuccessful the information will be retained for as long as deemed necessary.