

Job Application Form

Harris Tweed Authority Development Officer

Closing date for applications – 12pm. Wed 18th January 2023



Confidential

JOB APPLICATION	Development Officer
The Harris Tweed Authority, The Town Hall, 2 Cromwell Street, Stornoway, Isle of Lewis, HS1 2DB	

Please complete this form in **BLOCK CAPITALS** in **BLACK INK** or **ELECTRONICALLY**.

A The Post

Title	Development Officer
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B Personal Details

Full Name	Do you have a current and full driving licence? YES/NO
Address and Post Code	Are you a car owner? YES/NO
	E-mail
Home Phone No.	Mobile Number

C Education

In order of attendance

School/College/University	Dates		Subject	Level and standard attained
	From	To		

D Other Qualifications

If you are related to a current employee or Board member of the Harris Tweed Authority, please give details below. This will not affect your application in any way.

E Relationship

Name of Officer or Member related to you.	Nature of Relationship

Please indicate the extent of your ability to speak, write and read Gàidhlig. Place a cross against the category which you think best describes you.

F Gàidhlig Ability

Native Speakers	Learners	No Knowledge
Speaking	Speaking	Speaking
Writing	Writing	Writing
Reading	Reading	Reading

G Convictions

If you have had any convictions please give details.

I Details of your current post

Name and address of current employer	Date of commencement of this employment:
	Current Salary:
	What period of notice would you require to give your present employer?
Current Post Title:	
Duties of the post:	

J Employment History

This information should cover the period over the past ten years.

Dates		Name and address of employer	Post Held and Duties	Salary (£)
From	To			

L Hobbies and Recreational Activities

The following Section should be used to explain why you think you have the necessary skills, experience and ability to undertake the duties of the post. Before you complete this Section please study carefully the Job Description to ensure that you possess the specific skills and experience identified for the post. Please give examples to demonstrate that you have the necessary qualities for this post. You may also provide a CV to supplement the information provided in this form.

K Summary of your skills, experience and ability to meet the requirements of the post.

(Please continue on separate sheet if necessary)

M Health

Do you have, or have you had any illness or health problems which could affect your ability to undertake the duties of this post? If so, please give details (This information will be treated IN STRICT CONFIDENCE).

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N Disability

If you have any disability you may wish to indicate, please give details. (This information will be treated in STRICT CONFIDENCE).

If you need any special access arrangements (ie disabled access) to enable you to attend an interview, please specify.

P References

Please give details of who should be able to provide references for you. One of these should be your current or most recent employer.

Name:	Name:
Address:	Address:
Contact Details – Telephone:	Contact Details – Telephone:
Post Held:	Post Held:
Relationship with applicant:	Relationship with Applicant:

Do we have your permission to contact your referees prior to interview?
YES/NO

Q Declaration

I confirm that the information contained in this application form is true in every respect.

Signature Date

If appointed, information provided in this application form and found subsequently to be untrue, will lead to termination of contract. The Authority operates a probation period for all new employees.

**THE COMPLETED APPLICATION FORM SHOULD BE EMAILED TO KRISTINA I MACLEOD:
Kristina I Macleod, Harris Tweed Authority
kristina@harristweed.org**