

**In Confidence**

*For Office Use Only*  
CSL Ref No: MOD 03



# Farm Modernisation

Modernising your farm business

*97 Moy Road, Dungannon, BT71 7DX*

## **Application for the post of Junior Project Officer (Farm Modernisation)**

**Completed applications (including postal applications)  
must arrive not later than 4.00pm (UK time) on Friday 29<sup>th</sup> June 2012**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**CV's or other supplementary material will not be considered**



# 1. Personal Details

Surname \_\_\_\_\_ Title \_\_\_\_\_

Forename(s) \_\_\_\_\_  
(underline the name you are known by)

Former surname(s) \_\_\_\_\_  
(if any)

Address for communication \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

E mail address \_\_\_\_\_

Telephone No. ( including Area Code) \_\_\_\_\_

Permanent address \_\_\_\_\_  
(if different from above) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. ( including Area Code ) \_\_\_\_\_

Do you have a valid driving licence and access to a car or some means of transport which will allow you to meet the demands of the post in full?

Yes  No

Do you consider that you have a disability? Yes  No

Disability is defined as ‘any physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’.

If so, do you require any arrangements to assist you if called for interview?

Yes  No

If yes, please state the arrangements which will be needed for you to attend

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: If you require additional space to answer any question you may continue on additional sheets, provided the maximum number of words specified is not exceeded.**

**2(a) Education:**

Please provide details of your secondary/grammar education including attendance at technical college if appropriate in the table below.

Name of School / College	Address of School / College	Dates attended
		to
		to
		to

**2(b) University or other Further Education**

If you have attended university or college, please provide details as follows :

**Third level qualification)**

University or college \_\_\_\_\_

Dates of attendance \_\_\_\_\_

Title of qualification \_\_\_\_\_

Class of degree, diploma \_\_\_\_\_ Date awarded / expected \_\_\_\_\_  
or certificate e.g 2(i) Honours

Main subjects \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Post graduate qualifications**

University or college \_\_\_\_\_

Dates of attendance \_\_\_\_\_

Title of qualification \_\_\_\_\_

Type of degree, diploma \_\_\_\_\_ Date awarded / expected \_\_\_\_\_  
or certificate including  
class and division

Main subjects \_\_\_\_\_

\_\_\_\_\_

Research or study \_\_\_\_\_

**2(c) Professional qualifications (if any)**

Title	Date

Professional Bodies:

Professional bodies of which you are a member. (please include type of membership)

**3. Experience of work in the agriculture industry**

Detail all your major periods of work experience, including employment and self-employment, **starting with the present / most recent.** . Work on home farm and on college placement / work experience should be included.

Dates (Start with present/most recent employer)	Main duties, responsibilities	Supervisor or person who can comment on your performance
Day Month Year		
From / /		
To / /		
		phone no.
Day Month Year		
From / /		
To / /		
		phone no.
Day Month Year		
From / /		
To		
		phone no.
Day Month Year		
From / /		
To / /		
	Phone No.	phone no.

**Please provide contact details for two referees one of which should be your present/most recent employer or College Supervisor.**

Name: _____
Position: _____
Address: _____ _____
Phone No. _____

Name: _____
Position: _____
Address: _____ _____
Phone No. _____

If you have not named your current employer (or if unemployed your previous employer) please state why.
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**4. Medical History**

(a) Please provide brief details and approximate dates of any period of illness during the past two years.

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(b) Do you have a medical condition which may affect your performance in the job?

**Y or N**     

**If so please give details.**

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**5. Abilities and Skills:**

Use the space provided to describe your ability and skills related to each criteria. You should, where possible, illustrate your answer with specific examples.

**i) Understanding of farming, family farms, farm business management and the technology used in modern agriculture.**

Max 700 words

**ii) Verbal and written communication, including preparation of reports with significant numerical content.**

Max 700 words

**iii) Ability to work alone and with others to deliver work to tight time deadlines.**

Max 700 words

**iv) IT competence, with experience of using databases, MS Office, internet and e-mail.**

Max 700 words

**v) Customer centred approach, including the ability to interface effectively with customers .**

Max 700 words

**6. Additional Information.**

i) Provide information and evidence relating to the following desirable criteria.

Max 700 words

**EU project delivery or administration.**

**Agriculture or rural development scheme administration.**

**Farm machinery and equipment supply.**



ii) Further Information

Applicants may use this space to provide any further information which they feel is relevant to their ability to meet the requirements of the post.

Max 700 words
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**7. Availability for Interview.**

Please detail dates on which you would NOT be available for interview.

**Where possible**, these dates will be avoided.

\_\_\_\_\_

If appointed, how much notice would you require before taking up appointment ? \_\_\_\_\_

**8. Declaration.**

I declare that I have not canvassed in any way and that the particulars given by me in this application are true and accurate to the best of my knowledge and belief. I accept that providing false information or suppressing any information wilfully will make me liable for disqualification, and if appointed to dismissal.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please send this completed application to:

**Fiona Walton  
Countryside Services Ltd  
97 Moy Road  
Dungannon  
BT71 7DX**

**IN CONFIDENCE**

**EQUAL OPPORTUNITIES MONITORING**

**(Return to the Monitoring Officer CSL in the separate sealed envelope provided)**

**PLEASE NOTE THIS FORM IS REGARDED AS PART OF YOUR APPLICATION AND FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION**

**POST: Project Officer (Farm Modernisation) Ref. MOD 03**

It is the policy of Countryside Services (CSL) to ensure that all eligible persons have equal opportunity for employment and advancement in CSL on the basis of their ability, qualifications and aptitude. Countryside Services Ltd selects those suitable for appointment solely on the basis of merit without regard to an individual's disability, race, religion or gender. Recruitment is monitored to ensure that the equal opportunity policy of Countryside Services Ltd is effectively implemented.

Please tick as appropriate:	<b>MALE</b> <input type="checkbox"/>	<b>FEMALE</b> <input type="checkbox"/>
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**COMMUNITY BACKGROUND**

**The Fair Employment and Treatment (Northern Ireland) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the above Order. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring the effectiveness of CSL equal opportunity policy and to comply with obligations relating to monitoring, investigations or proceeding under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998.**

**Please indicate your community background by ticking the appropriate box below:**

I have a Protestant community background	<input type="checkbox"/>
I have a Roman Catholic community background	<input type="checkbox"/>
I have neither a Protestant nor a Roman Catholic community background	<input type="checkbox"/>

**RACE - The Race Relations (Northern Ireland) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins. CSL monitors it's workforce in line with recommended good practice.**

**Please tick the appropriate box.**

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Are you :	White	<input type="checkbox"/>	Of Black African origin	<input type="checkbox"/>
	Of Black Caribbean origin	<input type="checkbox"/>	Of bangladeshi origin	<input type="checkbox"/>
	Of Chinese origin	<input type="checkbox"/>	Of Indian origin	<input type="checkbox"/>
	Of Pakistani origin	<input type="checkbox"/>	Of other origin (please specify)	<input type="checkbox"/>
_____				
Are you a member of a mixed ethnic group?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a member of the Irish Traveller Community?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**DISABILITY - The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably than someone else because of their disability.**

Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have answered 'no', please ignore the remaining questions in this section.				
If you have answered 'yes', please complete the remaining section.				
* Do any of the disabilities or conditions listed below have a substantial and long term adverse effect on your ability to carry out normal day-to-day activities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please tick the category or categories which apply to you:				
• Hearing impairment		<input type="checkbox"/>		
• Visual impairment		<input type="checkbox"/>		
• Speech impairment		<input type="checkbox"/>		
• Mobility impairment		<input type="checkbox"/>		
• Physical co-ordination difficulties		<input type="checkbox"/>		
• Reduced physical capacity		<input type="checkbox"/>		
• Severe disfigurement		<input type="checkbox"/>		
• Learning difficulties		<input type="checkbox"/>		
• Mental illness/mental health difficulty		<input type="checkbox"/>		