

WORKSHOP FACILITATOR – APPLICATION FORM

APPLICANT DETAILS

Applicants Name:	
Residential Address:	
Postal Address:	
Phone:	Mobile:
Email:	Web:
Instagram Handle:	Facebook/Other:
ABN:	Registered for GST: <input type="checkbox"/> yes <input type="checkbox"/> no
Valid Working With Children Check: <input type="checkbox"/> yes <input type="checkbox"/> no	Valid Public Liability Insurance: <input type="checkbox"/> yes <input type="checkbox"/> no (\$20 milion)
What gender do you identify with: Female <input type="checkbox"/> Male <input type="checkbox"/> Unspecified <input type="checkbox"/>	

REFERENCES

Reference 1

Name:	
Mobile:	Email:

Reference 2

Name:	
Mobile:	Email:

Reference 3

Name:	
Mobile:	Email:

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SELECTION CRITERIA

Guide: 1000 characters maximum per response

1. Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
2. Tertiary qualifications and/or experience in the field of practice.
3. Demonstrated experience developing programs and class outlines that respond to a brief.
4. Demonstrated experience facilitating programs for a diverse audience from new and existing lesson plans and resources.

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SELECTION CRITERIA

5. An understanding of classroom and behaviour management strategies.
6. Demonstrated experience evaluating programs, implementing new programs and improvements.
7. Relevant current insurances and completed Working With Children check or willingness to obtain.
8. Demonstrated knowledge of current Work Health and Safety practices.

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Support Material

Your CV (limit of 4 pages total) should include:

1. One A4 page CV
1. Portfolio: 3 good quality images of previous workshops (please include brief workshop outline/explanation [please limit to 30 words])
2. Weblink to website / portfolio

Please note:

- ALL attachments (response to questions and support material) must be provided in pdf format via email (total size limit 10MB) and on a USB flashdrive for hardcopy applications.
- If you do not provide the necessary material your application may not be assessed. Excess support material will not be considered.
- DO NOT send original material with your application as forms and attachments will NOT be returned.
- Retain a copy of your completed Application for your own records.

Application Checklist (Please Tick)	
<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Copy of CV attached (including portfolio of previous workshops)
<input type="checkbox"/>	I have read and understand the EOI 'Information for Applicants' document

Applicant Signature: _____

Date: _____

Return your completed application

Hand Delivered

Northern Rivers Community Gallery
44 Cherry Street, Ballina
During gallery hours:
Wednesday - Friday 10am – 4pm;
Weekends 9.30am – 2.30pm
Closed Public Holidays.

Post

Attention: Gallery Coordinator
Northern Rivers Community Gallery
PO BOX 450
Ballina NSW 2478

Email

With subject line:
BRIGHT Sparks EOI
lee.mathers@ballina.nsw.gov.au