

# Recruitment Candidate Information

## Making Your Application

Please read the following guidelines carefully. We provide this information to help ensure you complete your application fully and that each candidate is provided with the same opportunity.

An application form is designed to ensure that candidates provide the necessary information to determine how they meet with the post's requirements and the eligibility/shortlisting criteria.

Please note, to ensure equality of opportunity for all applicants:

- We will not accept CV's, letters or any other supplementary material in place of, or in addition to, completed application forms.
- Candidates can complete the application form in either Typescript or more, or legible, block capitals using black ink.
- Applicants must complete **all** aspects of the form, otherwise their form will be rejected on the basis that it is an incomplete form. If you do not have experience in an area, then you should state this e.g. "no experience in this area"- do not leave the section blank.
- In order to **demonstrate** experience, you should provide concise examples as evidence that you can meet the criteria and/ or have this competence; be sure you can expand on these at interview.
- If you elect to submit your application via email then the accompanying email will be deemed to be your electronic signature on the application form and the declaration section at the end.

We will not accept incomplete application forms, nor application forms received after the **closing date of 12pm Friday 12<sup>th</sup> October 2018** or reformatted forms.

CVs will not be accepted.

Candidates are required to meet the closing deadline for receipt in this office.

Please note that the time of receipt for electronic submissions will be defined by our server and not the date and time sent.

Please note that the time and date of receipt for hardcopy submissions will be defined by date and stamp of our office.

## **Equal Opportunities Monitoring Form \***

Under Fair Employment legislation in Northern Ireland, we are required to monitor the community background of candidates. All candidates are, therefore, required to complete the Equal Opportunities Monitoring Questionnaire Form.

Candidates returning their application by email should also email their completed Equal Opportunities Monitoring Form. This will be printed on receipt and **retained separately** from your application form.

The Equal Opportunities Questionnaire Form **is not** part of the candidate information provided to the selection panel.

## **The Appointments Process**

Short listing will be based on an assessment of how well the candidate demonstrates in their application form that they meet the criteria and/or competencies as asked on the application form.

A short listing mechanism will be applied to the evidence provided by candidates in their applications against the criteria. Hence it is very important that candidates clearly demonstrate the extent to which they satisfy each criterion specified.

### **Necessary Checks**

A candidate will not be appointed unless they satisfy all aspects of the selection process, which will include proof of age, relevant pre-employment checks, certification/qualification validation, eligibility to work in the United Kingdom and satisfactory references. **Do not** send this information with your application form. Further information will be sent to you, if you are shortlisted to be invited for interview.

## **Timeline**

Shortlisting will be conducted following the closing date for applications.

Those candidates successfully shortlisted to attend for interview, will be notified of the relevant interview details following completion of shortlisting.

We reserve the right to hold interviews at any stage of the process and second interviews if considered necessary.