



Empowering adults with learning disabilities to live fulfilling lives

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Dear Applicant

It is in your best interests to read the Application Form carefully as it **MUST** be **FULLY** and **ACCURATELY COMPLETED**.

All dates **must be complete** with **day, month and year**.

There must **not** be any gaps in employment History.
Any periods of unemployment must also be listed and the reason given.

A passport size photograph **MUST** be attached to the application form.

If you are called for interview you will be required to bring proof of identity e.g. driving license or passport, birth or marriage certificate (original documents only as photocopies are not acceptable).

Failure to fully complete an Application Form will render the application void and you will not be shortlisted for interview.

Please use **black ink** and check all information and documents required are complete.

Do not post the Application Form in the envelope provided; this envelope is **only** for the Fair Employment Questionnaire and the Equal Opportunities Monitoring Form.

Applicants downloading forms on-line must complete all forms as above. The Fair Employment Questionnaire Form and the Equal Opportunity Monitoring Form must be placed in a separate sealed envelope and addressed to **THE MONITORING OFFICER** and enclosed with your main application form.

If Candidates are successful at interview and selected they must undergo an AccessNI background check. This check is mandatory and **costs £33 (cash) payable by the candidate and is not refundable**.

Yours faithfully

THE CROFT COMMUNITY MANAGEMENT TEAM