

## INFORMATION FOR APPLICANTS

Dear Applicant

Thank you for your recent enquiry regarding the post of **Human Resources Officer (ref HR'05)**.  
Please find enclosed:

A **Job Application Form** for your completion and return.

A **Monitoring Questionnaire**. We request you to complete this and return in the envelope provided.

A **Job Description** for your information.

A **Personnel Specification** for your information.

NICVA's **Equal Opportunity Policy** for your information.

NICVA's **Mission, Vision & Values** for your information.

### Job Application Form

NICVA requires that **all** sections of the Job Application Form are completed in full, so if you write in any section of the Job Application Form "*see attached CV or sheet*", or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications. You may, however, attach **continuation sheets** if necessary. We wish you to appreciate that NICVA's insistence on receiving job applications in standard form is to facilitate our Recruitment Panels, who normally have to consider many applications for each NICVA vacancy.

### Monitoring Questionnaire

If you intend to complete and return the Job Application Form, we ask you also to complete and return the enclosed Monitoring Questionnaire in the envelope provided with information on:

- your perceived religious affiliation;
- your gender and marital status;
- your age band;
- your disability status;
- your cultural/ethnic origin.

We request this information to help NICVA promote equality of opportunity in employment. Our recruitment policy operates on the merit principle, ie. we select the best person for the job regardless of religious or other beliefs.

We would like you to know that:

- (i) only the Job Application Form is considered by the Recruitment Panel, who short-list and interview for vacancies;
- (ii) the Monitoring Questionnaire is retained by our Monitoring Officer for compiling statistical information;
- (iii) this procedure is approved by the Trade Union recognised by NICVA, Unison.

### Job Description

The job description outlines the key duties and responsibilities of the job holder.

### Personnel Specification

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Candidates for this post will be short-listed on the basis of the information provided on the application form. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

#### CHECKLIST:

**If you intend to apply for this vacancy, we require from you:**

1. A completed Job Application Form
2. A completed Monitoring Questionnaire

The successful candidate will be required to provide documentation to support his/her claim that they are entitled to work in the UK. This is required under Section 8 of the Asylum & Immigration Act 1996, the law for all UK employers on preventing the employment of illegal workers.

**These should be sent by 7 October 2005 to the Monitoring Officer, NICVA, 61 Duncairn Gardens, Belfast BT15 2GB**