

Mid Antrim Animal Sanctuary – Ref RM/1/2023

Guidance notes on completing your application form

- Please complete the application form provided, to ensure an equitable recruitment process. CVs in lieu of the application form cannot be accepted.
- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the short-listing criteria.
- You should ensure that ALL sections of the application form are completed.
- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply state that you possess the criteria as this must be fully demonstrated in response.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I dealt with customers by telephone and email. It is how you actually carried out a piece of work that the panel will be interested in.
- If you do not provide sufficient detail, including the appropriate dates needed and examples to meet the eligibility criteria, the selection panel will reject your application.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.

Submitting your application form:

- Completed application forms should be returned by the closing date of Friday 31 March 2023 at 5pm

Post to:-

Personal for - Janet Hume
Mid Antrim Animal Sanctuary, Hurtletoot House,
Greystone Road,
Antrim
BT41 2QN

Email to:
privacy@midantrim.org

Equal Opportunities

- Mid Antrim Animal Sanctuary is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Short-listing

- Mid Antrim Animal Sanctuary may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.
- The desirable criteria may be used for short listing if required.

Interviews:

- These will take place shortly after the closing date and you will be sent a date and time for interview, you will be asked to confirm your availability.
- No alternative date will be available should you not be able attend.
- If you do not hear from the sanctuary within 28 days from the closing date you have not been shortlisted for the position.
- The successful candidate will be advised within 3 days of the interview.
- No feedback on the interviewing process will be provided to any applicant.
- There may be a practical element to the process for those shortlisted.