



NOTES ON HOW TO COMPLETE YOUR APPLICATION FORM

Please Note: CV's will not be considered

PERSONAL INFORMATION:

If you are successful in receiving an interview and need help or have special requirements in order to attend, please let us know on your application form and a member of the team will be in touch.

REFEREES:

You must give names, addresses and contact details including email address for two referees. One must be a current employer who can give a direct reference to your work. Relatives cannot give you a reference. If you are unemployed one referee should be your last employer. If this is your first paid position one referee should be someone who knows you well enough to confirm the information that you have given in your application form i.e. teacher, university tutor

EMPLOYMENT HISTORY:

List first your current or most recent job and work back from there, showing all periods of employment and also unemployment since you left education. Please do not leave any gaps in employment history. Dates – it is important that all dates given on your form are correct. You should include periods of voluntary work, career breaks and unemployment

QUALIFICATIONS:

Give details of all qualifications which you have gained. If you are successful in obtaining a post you will be asked to provide copies of all certificates.

KNOWLEDGE AND SKILLS:

Carefully read the job description and essential and desirable shortlisting criteria and base your comments on these. Detail experience and skills and demonstrate how you achieved these. It is essential that you demonstrate on your application form how you meet the essential criteria otherwise you may not be shortlisted.

CONVICTIONS/OFFENCES:

Due to the nature of our work we will carry out an Enhanced Access NI check on all successful candidates. The amendments to the Rehabilitation of Offenders (Exceptions Order) (Northern Ireland) Order 1979, (2014) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Access NI website.

PLEASE NOTE IT IS A CRIMINAL OFFENCE FOR A PERSON TO KNOWINGLY APPLY FOR A POSITION WHICH THEY ARE BARRED FROM