9th March 2017

**Post ref: RSC-FIDD-1-17**

Dear Applicant

**POST OF RELIEF SCHEME CO-ORDINATOR;(37HRS), BASED AT DUNGANNON 3 DAYS/2 DAYS IN AUGHNACLOY.**

Thank you for your interest in the above position. I enclose the following forms and information:

1. a job description together with a personal specification for the post;
2. an application form (together with guidance notes on completing the form);
3. a fair employment monitoring form and separate envelope for returning this – please enclose this envelope sealed with your application form.

You have applied for a position which involves working with vulnerable adults. Before appointing anyone to such a post, it will be necessary to carry out an Access NI Criminal Conviction Check.

This check is to make sure that people who might be a risk to vulnerable adults are not appointed. The check will tell us if you have a criminal record, or if your name is included on the Disqualification from Working with Vulnerable Adults List. Declaring a criminal conviction will not necessarily bar an applicant from obtaining a post but will be seen in the context of the job criteria and the level of responsibility for the care of clients, residents, tenants and employees.

**A check will only be carried out if we are thinking of appointing you. Further details will be provided at this time.**

Clanmil Housing is an equal opportunities employer. A copy of our equal opportunities policy is available from the office on request. Please note that due to this policy CVs will not be accepted either in place of an application form or as supplementary information.

The closing date for receipt of completed applications is **12 noon on Friday 31st March 2017.** Please note that we will not be able to consider applications received after that date.

Yours sincerely



**Karen Gilmore**

*Group Director of Corporate Services*

CB/OH/R