

GUIDELINES FOR COMPLETING THE APPLICATION FORM

Please read these notes carefully. They have been written to help you make the best of your application.

The decision to shortlist is based on the information that you provide in your application form. It is therefore essential that you read the job description and indicate how you meet the job criteria

Personal Details

Please ensure that you complete this section fully using black ink

Education & Training/Professional Membership

Starting with the most recent, ensure that you include any educational requirements which are either essential or desirable criteria. At offer stage, candidates will be required to show original certificates.

Employment History

Starting with your current employer, give the names, addresses and contact details of all previous employers, remembering to include the dates that you were employed. Please be sure to include any temporary and part time work, no matter how relevant it is to the position you are applying for.

General Information

It is very important that you give as much relevant information as you can in support of your application. This should include all relevant skills & knowledge gained from either previous work experience or indeed voluntary work and any other community positions of responsibility that you have held. Give specific examples where possible.

References

Include the name and address of 2 references. It is essential that 1 is your current employer. We will contact referees once an offer of employment has been made

Monitoring

In accordance with the Fair Employment Act (NI) 1989 and as an equal opportunities employer it is necessary to ask all candidates to complete the supplementary monitoring sheet. This will be treated as confidential and does not form part of the recruitment and selection process. Please note that your application may not be considered if you do not return the monitoring form with your application form.