



## RECRUITMENT PACK GUIDANCE NOTES

**Please note that CVs, handwritten and late applications are not accepted. All applicants are required to complete an application form.**

The decision on who we interview will be based on the evidence you provide of your ability to satisfy the person specification. Short-listing will take place shortly after the closing date and successful applicants will be notified by email.

Before completing your application form please read the job description, person specification and any accompanying information as these will provide you with the relevant information to complete your application.

### PERSONAL DETAILS AND REFERENCES

Unsuccessful applications, monitoring and disclosure of criminal conviction forms are normally kept for 6 months and then destroyed as confidential waste.

Data collated for monitoring purposes will be stored on computer and as manual records in accordance with the Data Protection Act 1998. We will not use the information for any other purposes or reveal this to other organisations except under statutory obligations.

This page will be detached from your application form by a member of the HR team before your application form is passed to a member of the selection panel.

You are required to provide 2 employment references [one of whom must be your current employer or most recent employer if you are not currently working]. Do not use relatives, partners or friends as referees. MACS reserves the right to request additional referees, if deemed appropriate.

### EDUCATION AND QUALIFICATIONS, PROFESSIONAL MEMBERSHIP AND TRAINING

Use this section to tell us about your educational qualifications and any training courses you have attended that are relevant to the post.

You may not wish to list all your qualifications or may wish to summarise your qualifications if appropriate.

## EMPLOYMENT DETAILS AND HISTORY

This section should be used to tell us about current and relevant previous experience whether from employment, voluntary work or studying. Even if you are not currently in paid employment then please let us know what you are doing as it may still be relevant i.e. voluntary work, studying or working in the home.

## SUITABILITY FOR THE POST

It is critical that you demonstrate how your experience, knowledge and skills meet the role for which you are applying, as this will be used to determine if you are shortlisted for the next stage of the recruitment process.

In completing the application form you should:

- Address each point on the person specification.
- Give examples of any achievements that are relevant for the post. You can refer to paid and unpaid voluntary work, past and present in this section of the form.
- Do not use general statements, such as 'I am aware of the need for confidentiality' without giving examples which support how or why you meet the criteria.
- Do not assume that the person short listing knows you or the job you currently do. Always explain what you do or what your job involves, giving examples where possible, even if they are not work related.

## EQUAL OPPORTUNITIES MONITORING FORM

This page will be detached from your application form by a member of the HR team before your application form is passed to a member of the selection panel. The information you provide on this section of your application form will be used for monitoring purposes only to assess the effectiveness of our equal opportunities policy and to highlight any need for positive action.

## DISCLOSURE OF CRIMINAL CONVICTIONS

A member of the HR team will separate this form, from your main application form before it is passed to a member of the selection panel.

Disclosure of a conviction does not automatically disbar applicants from consideration.



## Employment Application Form

REF (Office Use Only)

CV'S WILL NOT BE ACCEPTED

Post Applied For :

Please state through what agency you saw this post advertised :

If you are short-listed for interview you will be contacted no later than two weeks after the closing date. If you do not hear from us within two weeks then your application has not met the essential criteria and is unsuccessful.

Please note there is a character limit in each answer box. When you have completed the form please click 'FILE' and 'SAVE AS' and change the name of the document to save all of your changes. Handwritten Application Forms will not be accepted.

MACS will endeavour to honour your holiday plans.  
Please indicate any planned holiday arrangements:

From

To

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### Personal Details

*Title*

*Surname*

*Forename*

*Previous  
Surname/s*

*Current  
Address*

*Postcode*

*National Insurance No*

*Home Tel  
No*

*Mobile No*

*E-mail*

*Do you have the legal right to work in the UK:*

YES

NO

*If 'YES', and there are conditions attached, please specify:*

*If 'NO', what type of work permit do you require:*

## Driving

Do you hold  
a full current  
driving  
licence

YES

NO

Do you have access to a car for work

YES

NO

## Qualifications and Education

Institute

### Qualification Obtained

Grade

Date \_\_\_\_\_

### Other Relevant Qualifications and Course(s) Completed

Employment Record

Present/Last Employment

Employers  
Name:

Telephone No:

Employers  
Address:

Postcode:

Email:

Salary:

Date  
Appointed

End  
Date

Notice  
Period:

Position Held

Why do you wish to leave your present employment:

Principal duties of present post:

Previous Employment (Including any relevant Voluntary and Placement Positions)

Name of Employer

Position

Duties

From - To  
(month/year)

Reason for Leaving

Name of Employer

Position

Duties

From - To  
(month/year)

Reason for Leaving

Name of Employer

Position

Duties

From - To  
(month/year)

Reason for Leaving

Name of Employer

Position

Duties

From - To  
(month/year)

Reason for Leaving

Employment Continued...

Name of Employer	Position
Duties	

From - To (month/year)	Reason for Leaving
Name of Employer	Position
Duties	

From - To (month/year)	Reason for Leaving
Name of Employer	Position
Duties	

From - To (month/year)	Reason for Leaving
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Please give reasons for any gaps in employment history.

Please demonstrate how you meet the '**Experience**' section of the Job Criteria. (1500 characters)

Please demonstrate how you meet the '**Knowledge**' section of the Job Criteria. (1500 characters)

Please demonstrate how you meet the **'Skills'** section of the Job Criteria. (1500 characters)

Please demonstrate how you meet the **'Personal Qualities'** section of the Job Criteria. (1500 characters)



**Experience/Additional Information**

Please provide any additional information regarding your skill set or experiences if you feel they would enhance your ability to work to the job description. (2500 characters)

## References

Please supply two professional referees (not relatives). ***One who must have knowledge of your present and most recent work and be in a Supervisory/Managerial role:***

Please tick if you do not wish MACS to take up a reference prior to interview from your present employer.

**N.B. Where possible please provide an e-mail address for all referees**

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Name

Name

Occupation

Occupation

Organisation

Organisation

Address

Address

Postcode

Postcode

Tel No

Tel No

E-mail

E-mail

Capacity in  
which known  
to applicant

Capacity in  
which known  
to applicant

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## Criminal Offences

*By virtue of the Rehabilitation of Offenders (exceptions) Order (NI) 1979 and because of the nature of the work for which you are applying this post is exempt from the provisions of Article 5 of the Rehabilitations of Offenders (NI) Order 1978. Accordingly you are not entitled to withhold information about convictions, which would otherwise be considered as 'spent' under the provisions of the 1978 Order. Failure to disclose such information could result in dismissal or disciplinary action in the event of employment.*

***Is there any reason you cannot work in regulated activity? (please tick):***

Yes

No

*If 'Yes' please give details below:*

It should be noted that convictions for certain offences do not necessarily debar an applicant from obtaining employment. **Please note that any offer of employment is subject to a satisfactory Access NI check.**

For a copy of our **Access NI Policy Statement** and **Recruitment of Ex-Offenders Policy** please refer to our website [www.macsni.org/careers](http://www.macsni.org/careers)

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## Declaration

***I declare that all the foregoing statements are true and complete to the best of my knowledge and belief. I understand that knowingly giving false information or suppressing any material fact will lead to disqualification, or if appointed, to dismissal.***

Signature:

Date:

The information which you give when completing your application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

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## CANVASSING WILL DISQUALIFY

**PLEASE ENSURE THAT YOU HAVE COMPLETED ALL RELEVANT PARTS OF THIS APPLICATION FORM, FAILURE TO DO SO WILL DISQUALIFY YOUR APPLICATION FROM THE RECRUITMENT PROCESS.**

Please return completed application form to:

**Closing Date:**

***We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.***

*We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.*

*You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.*

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### Perceived Religious Affiliation

*I am a member of the Protestant Community*

*I am a member of the Roman Catholic Community*

*I am a member of neither the Protestant nor the Roman Catholic Community*

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

### Gender

*Male*

*Female*

### Marital Status

*Married*

*Single*

*Other*

### Disability

*Under the Disability Discrimination Act 1995, a disability is defined as "a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities".*

*Having read this definition, do you consider yourself to have a disability?*

*Yes*

*No*

***Thank you for your co-operation in completing this form.***