



*Empowering adults with learning disabilities to live fulfilling lives*

## HOW TO APPLY:

All our positions require you to submit an application form. You can apply via our website by downloading the application pack and send via email email to [manonh@croftcommunity.com](mailto:manonh@croftcommunity.com), post or hand deliver to our office.

You will be asked to complete the Equal Opportunities Monitoring Form. The purpose of monitoring is to enable The Croft Community to meet our statutory requirements under Fair Employment Legislation. You should detail at section 5 of your Equal Opportunities Monitoring Form if you require any reasonable adjustments to be made in advance of your interview or to enable you to take up the post.

The application form clearly provides detail on what information we require; however we do have some tips for success:

- Check out what date and time the application process closes on the job advert, any applications received after this will not be accepted.
- Review the Job Description and Personnel Specification and ensure you meet the requirements. Use these documents as a guide for completing the application form. They will tell you exactly what the role will involve.
- Ensure your answers to the questions in the application form are aligned with the criteria providing examples that demonstrate you have the required knowledge and skills.

Preferably, the application form should be typed, if not please use **black ink** and check that all information and documents required are complete.

For posted or hand delivered Application Form please ensure that that Equal Opportunities Monitoring Form is place in a separate envelope.

Email applications to [manonh@croftcommunity.com](mailto:manonh@croftcommunity.com) please include the Equal Opportunities Monitoring Form

If Candidates are successful at interview and selected they must undergo an AccessNI background check. This check is mandatory and **costs £33 (cash) payable by the candidate and is not refundable.**