

Dear Applicant

Further to your interest in this vacant position with Northern Area Community Network please find enclosed an:

- application form
- job description
- personnel specification
- equal opportunities form

Please make sure to read the job description for this position before completing your application form. Your application form should be fully completed and must make reference to the skills you obtain that demonstrate your ability to carry out the main duties involved in this job. The short-listing panel can only make an assessment on the information you provide in your application form.

To help ensure that our Equal Opportunities policy is effective, all candidates are requested to complete the attached monitoring form. Regardless of whether we practise religion, most people in Northern Ireland are perceived to be either Protestant or Roman Catholic. **This information is confidential and is used for monitoring purposes only.** It is detached before shortlisting and does not form part of the decision to select for interview

Completed application forms can be sent in hard copy or by email to registration@nacn.org by 12 midday on Tuesday 4th February 2005.

Please note interviews will take place on Thursday 13th February

Yours sincerely

Breige Conway
Manager

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