

Guidance notes

On completing the application form

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based on the information you provide in the application form. This advice is designed to help you complete the application form as effectively as possible.

Equal opportunities

Informing Choices NI (ICNI) is committed to ensuring equality of opportunity for all job applicants. We believe that ICNI is stronger for a diverse work force and our recruitment and selection procedures will be kept under review to ensure they do not discriminate against any section of the community. This is why we ask you to complete the equal opportunities monitoring form. Please note this form is regarded as part of your application and failure to complete and return it will result in your application not being considered.

Examine the person specification

The person specification sets out the skills, knowledge and experience required to do the job. Your application will be assessed against these requirements.

Presentation

- Make sure you read the form and all information fully before you write anything.
- Type your application form using 12pt Arial or if writing please use a black pen and BLOCK CAPITALS.
- Read the completed form and check for errors, e.g., spelling.
- Have you answered every question?
- Have you signed it?
- Keep a copy of the form for reference.
- Make sure that your form arrives before the closing date.

Completing the form

Education

The holding of an educational qualification will only influence shortlisting where this is specifically recorded as an essential criterion. It is important that you include any training that has not led to any qualification/accreditation. You may be asked to prove your qualifications.

Employment history

Write here the names and addresses of present and past employers. Remember, if you have done community or voluntary work to list this - as this can be as relevant as paid work experience.

References

If you have been employed, one referee must be your present or last employer. If not, think of someone who can say something useful and relevant about you. Referees cannot be related to you or live with you. If you are known by a different name by a referee, make sure you include this in the form.

Experience and skills

This is where you make your case for the job. Make sure that you fill in this section; if you do not, we will be unable to assess your application against the person specification.

Do not merely repeat your career history but pick out the skills, knowledge and experience required by each aspect of the person specification and **provide evidence that you possess them** – failure to do so may mean your application will not be fully considered.

You should use a separate heading for each requirement of the person specification.

Mention any relevant experience you have acquired outside work such as community, voluntary or leisure interests.

Above all, gear your application to this specific job.

Factual statement

Your application should be a factual statement - if appointed any false statements may result in instant dismissal.

How to apply

We accept applications in the following ways:

- **Email:** info@informingchoicesni.org



- **Post:** marked private and confidential. Informing Choices NI, 3rd Floor, Ascot House, 24-31 Shaftesbury Square, Belfast, BT2 7DB

Please note that only completed application forms and equal opportunity monitoring forms will be considered. **CVs will not be accepted.**