**Guidance for applying**

Please ensure to provide the necessary information to determine how you meet the competition requirements and the essential/desirable criteria.

* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their CV how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in detail if you are invited to interview. It is your unique role that the panel are interested in, not that of your team or division.
* Springvale Employment and Learning will not make assumptions from the title of the applicants prior positions or the nature of the organisation, as to the skills and experience gained.

**Application Form Submission**

* Completed CV’s can be submitted by:
	+ Email to j.fegan@usdt.co.uk
* We will not accept CV’s received after the closing deadline.
* Please only return the CV, monitoring form and Disclosure of Criminal Convictions Form.
* Should you have any queries please contact the Office Manager by email at j.fegan@usdt.co.uk

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Please notify the Springvale Employment and Learning by contacting the Office Manager if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process.

In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.

If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment.

**Equal Opportunities Monitoring Form**

**Please complete the monitoring form and return marked for the attention of the ‘Monitoring Officer’.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Springvale Employment and Learning complies with relevant Equal Opportunities legislation and policies.

**Requirements**

Prior to appointment with the Springvale Employment and Learning the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Springvale Employment and Learning complies with **Access NI Code of Practice**, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

Please refer to **Acces NI’s privacy notice**:

<https://www.justice-ni.gov.uk/sites/default/files/publications/justice/accessni-revised-privacy-notice-3-May-2018.pdf>