



RECRUITMENT PACK GUIDANCE NOTES

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

****PLEASE NOTE ANSWER BOXES HAVE A CHARACTER LIMIT (NOT WORD LIMIT)**

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 within 2 weeks of the closing date.

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

Unsuccessful applications and monitoring forms are kept for 12 months and then destroyed as confidential waste in line with MACS Retention and Destruction Policy.

This section 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.

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 most 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.

Data collated for monitoring purposes will be stored on a secure computer database 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.

SUCCESSFUL APPLICANTS

Successful applicants are required to provide 2 employment references and a Criminal Convictions Disclosure.

One of your references 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.

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 <https://www.macsni.org/careers/recruitment-ex-offenders/>