

Bready Cricket Club



INFORMATION FOR APPLICANTS

GUIDANCE NOTES WHEN COMPLETING YOUR APPLICATION FORM

Please read these notes carefully. Your application form plays an important part in our selection process.

Please ensure you tell us everything that you think is relevant to your application. Bready Cricket Club will not make assumptions from the title of your post as to the skills and experience gained. It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the criteria.

It is not sufficient to simply list your duties and responsibilities.

SELECTION PROCESS

- To ensure equality of opportunity for all applicants:
- The space available on the application form is the same for all applicants and must not be altered or re-formatted;
- We will not accept CVs or any other supplementary material in addition to the completed application form;
- We will not accept any applications which are received after the closing date and time;
- Faxed or emailed application forms will not be accepted;
- Make sure your application form is well presented – illegible or incomplete forms will not be accepted;
- Use a black ballpoint pen or lowercase type, black always shows up best when photocopied.
- If hand-delivering the application form please make sure you request a receipt as proof of delivery.

Please ensure you complete the monitoring form and the disclosure of criminal convictions form. This information will remain confidential and will be separated from the application form by the Monitoring Officer and will not be seen at any point by the selection panel.

All unsuccessful applicants will be informed after an appointment to the post is made.

All applications should be returned to:

**The Monitoring Officer
Sport Northern Ireland
House of Sport
2a Upper Malone Road
BELFAST
BT9 5LA**

Shortlisting

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application. It is therefore essential that all applicants demonstrate through their application how, and to what extent, they satisfy each of the criteria specified in the application form. Specific dates of employment in each position held should be included. It is not appropriate to simply list the various posts that an applicant has held. The essential and desirable criteria listed in the application form will be assessed at shortlisting.

Only those candidates, who, from the information supplied on the application form, match the essential, and when necessary the desirable, criteria for the post will be shortlisted.

Application forms which do not provide the necessary detailed information in relation to the qualifications, experience and skills required will not be shortlisted.

Interview

To establish the most suitable candidate for the position an interview selection process will be used. Interview questions will be provided to candidates for ten minutes prior to entering the interview.

All applicants who meet and exceed the pass mark for interview will be deemed suitable for employment and will be held on a reserve list.

Interviews will focus on the applicant's experience and competencies for the role. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your experience, skills and abilities. You may draw examples from any area of your work / life experiences.

All appointments are subject to receipt of satisfactory employment references, personal identification verifying an individual's right to work in the UK and copies of all examination certificates. Specified positions may also be subject to the completion of Access NI police checks, credit checks and medical examinations.