



# **Applicant Guidance Notes**

**To assist with your application please read the following guidance notes**

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## INTRODUCTION

The purpose of these guidance notes is to assist you in completing your application form.

These guidance notes are structured for ease of reference as follows:

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## **Section 1**

### **RECRUITMENT DOCUMENTATION**

Before completing your application, please make sure that you have access to, and have read, the following recruitment documentation.

- **Candidate Privacy Notice**
- **Candidate Information Pack which incorporates the Job Description and Person Specification**
- **Terms & Conditions of Appointment**
- **Application Form (to be completed)**
- **Equal Opportunities Monitoring Questionnaire (to be completed)**

## **Eligibility**

Please ensure that you are eligible to apply for the post prior to the completion of an application form. In some instances posts are only open to particular categories of staff. Eg. Some positions are only open to staff already employed by the Education Authority (EA). This will be clearly defined in the Application Pack.

EA welcomes applications from all individuals where the position appears on the EA website.

## **Candidate Information Pack**

### **Job Description**

The job description is a written statement of the purpose, scope, duties and responsibilities of the post.

### **Person Specification**

The Person Specification sets out the essential and desirable requirements for the post.

The Person Specification is divided into the following categories:

- Qualifications
- Experience
- Knowledge
- Skills
- Personal Qualities
- Other Requirements

Essential criteria are those necessary for the post to be performed to satisfactory standards. These form the minimum shortlisting criteria. In the event of large numbers of applicants meeting the essential criteria, the selection panel may wish to apply the desirable criteria or enhance criteria. You must demonstrate on your application form how you meet the criteria taking into consideration that any minimum requirement may be enhanced. Only those meeting the agreed criteria at shortlisting will be invited to the next stage of the selection process.

Please provide specific examples on your application form in the criteria boxes provided of how you meet the criteria listed in the person specification.

The shortlisting process concentrates on the qualifications and experience requirements only.

## **Terms & Conditions of Appointment**

### **Teaching posts**

Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 shall apply to teachers employed in grant-aided schools, peripatetic teachers and supply teachers. Further information is available on the DE website. [www.education-ni.gov.uk/publications/teachers-salaries-and-conditions-service](http://www.education-ni.gov.uk/publications/teachers-salaries-and-conditions-service)

### **Support Staff (Non-Teaching) posts**

You will be provided with a summary of the terms and conditions of the post with your Candidate Information Pack.

## Section 2

### CANDIDATE PRIVACY NOTICE

Prior to completion of your application form you must read the Education Authority's Candidate Privacy Notice. In Section C of the application form you will be required to indicate that you have read and understood this privacy notice. **Failure to do so will result in EA not processing your application form.**

### COMPLETING YOUR APPLICATION FORM

Please refer to the person specification prior to the completion of your application form as there may be differences in the criteria for posts with the same title. You must complete all questions contained in your application form.

#### Hand writing an application form

If you are completing your application form in hand-written format please make sure your writing is legible and use black ink. Alternatively you can download and complete your application form electronically.

#### Completing an application form electronically

Please note that Education Authority application forms and candidate information packs have been created for use with Adobe Acrobat software only. If you do not have this software it can be downloaded free of charge using the following link – <https://get.adobe.com/uk/reader>

Please note that whilst you may be able to open the form using an internet web browser, if you proceed to complete your form in this format, your form may become corrupted and you may experience difficulty in completing or successfully emailing the form to the EA recruitment mailbox.

The Education Authority **is unable to** take responsibility for application forms not received in the EA recruitment mailbox by the closing deadline or any corrupted application form due to the use of incorrect software. In addition, if your form omits information or is unreadable for any reason, it may not be considered.

Applicants MUST therefore use Adobe Acrobat to complete the application form and ensure that the form has been completed properly before submitting.

#### Additional Guidelines

- Applicants are reminded that they must only use the application form attached to the vacancy, failure to do so may render an application invalid.
- Applicants must only use the boxes provided on the application form.
- The application form is set to be completed in Arial font size 10, applicants must only use this font when completing their form.
- CVs, letters or any other supplementary material will not be accepted in place of, or in addition to, completed application forms.
- Incomplete or altered application forms will not be considered.

- Links to application forms stored through cloud based storage systems, eg. Google Drive, iCloud, OneDrive will not be accepted, you must attach the application form in the email.
- Additional information received after the closing date will not be considered. It is therefore essential that applicants demonstrate on their application form how they satisfy the selection criteria outlined in the person specification.

At present completed application forms cannot be submitted on-line. Application forms can however be completed electronically and returned by email.

Any candidates experiencing difficulties completing the application form due to a disability or who have any queries regarding the recruitment process should contact the appropriate office as indicated in the job description.

## **SECTION A – PERSONAL DETAILS**

### **Contact Details**

It is vital that you provide your personal details in order to consider your application form including a current e-mail address, where possible.

### **Nationality**

All applicants should ensure that they are free to remain in and take up employment in the United Kingdom. Successful candidates will be required to provide supporting documentation. Details of acceptable documentation are available from Human Resources or alternatively from the following web address:

[www.gov.uk/government/publications/right-to-work-checklist](http://www.gov.uk/government/publications/right-to-work-checklist)

### **References**

Please provide the details of two referees who may be contacted if you are recommended for appointment.

For posts involving regulated activity you **must** provide the details of at least one referee who has the ability to comment on your suitability to work with children/young people in an education setting and your professional ability from your previous or current employment.

Please note that if you do not include your present/most recent employer as a referee, and you are recommended for a post, the EA / Board of Governors will seek a reference from your present/most recent employer. By completing the declaration at Section C of the application form you indicate your agreement to this reference being sought.

**Prior to submitting your application form you must have consent from your referees to provide their details. You must advise your referees of EA's contact details in the event that a referee wishes to contact EA concerning their own personal data.**

Please do not submit references with your application form.

## **Disability**

The EA is an Equal Opportunities Employer and welcomes applications from people with disabilities.

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”.

Please provide information which is relevant regarding specific requirements that you may have so that reasonable adjustments may be made for you if you meet the agreed shortlisting criteria and are invited to the next stage of the selection process.

You must not assume that that reasonable adjustments will be on the basis that you may have indicated on the Equal Opportunities Monitoring Questionnaire that you have a disability.

The Equal Opportunities Monitoring Questionnaire is detached from your application form prior to any member of human resource staff or the selection panel viewing it therefore those making assessment/interview arrangements will not be aware of this information.

If you indicate that you do require reasonable adjustments, a member of the Recruitment and Resourcing team will contact you to discuss your needs in more detail.

## **SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS**

Applicants are strongly advised to carefully consider the job description and the person specification for the post. When completing Section B of your application form include all pertinent details and ensure that you clearly demonstrate how you meet each of the essential and desirable criteria for the post. It is also important to consider that where there is a minimum requirement this criteria may be enhanced.

It should be noted that shortlisting will be based solely upon the information provided on your application form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about your application or to make any assumptions about the information which you have provided.

## **Education (if applicable)**

Please provide the following information for each qualification that you possess:

If you are applying for a post on the basis of a qualification which is not specifically detailed in the person specification for the post, but which you consider to be a relevant equivalent qualification, you must provide specific evidence to demonstrate its equivalency in comparison to the qualification that was specifically detailed in the person specification. It is therefore your responsibility to demonstrate on the application form how the qualification you possess is deemed equivalent to the qualification(s) detailed in the person specification. You must submit clear evidence in respect of the subjects/modules you have undertaken, the examining body

which has verified its equivalency for you and the breadth of overlap. If you do not provide this 'equivalency information' the panel will not be able to consider your application further.

It is important to be as specific as possible as the possession of relevant qualifications may be used as part of the short-listing process. If the information relating to your qualification is incomplete, for example, you do not state the grades for your GCSEs; the panel will not be able to consider your application further.

### **Professional Qualification and Membership of Professional Bodies (if applicable)**

Please include full details of the professional body or organisation, the current professional qualification and the date of attainment. Also include the type of membership you hold, for example, Graduate, Associate, Fellow, etc., and the date when this grade of membership was obtained. If the membership has lapsed, please state this on the application form.

### **Relevant Training Courses Attended (if applicable)**

Please include full details of any relevant training course together with the training body, the name and level of course and when this was attended.

### **Current/Most Recent/Previous Employment**

Please include the name and address of your current employer, the exact date your employment started (that is, the date, month and year), the title of the position you hold, your current salary or scale of post and the notice period. It is important to state your exact dates of employment (that is, date, month and year) because this may be calculated to the exact day for short-listing purposes.

Please state the start and end dates of your relevant experience (that is, date, month and year) and check the accuracy of these dates before submitting your application form. It is important to state your exact dates of employment (that is, date, month and year) because this may be calculated to the exact day for short-listing purposes. If you provide insufficient detail about the dates of your experience, you will not be short-listed.

You must possess the required length of experience at the closing date for receipt of application forms as the short-listing and interview panel will only consider experience up to this date.

### **Child Protection**

Posts involving work in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. If the post is deemed to involve regulated activity under this legislation, EA will be required to obtain an Enhanced Disclosure Certificate from Access NI which provides details of **unfiltered**\* spent and unspent convictions as well as other relevant information held in police records or other law enforcement agencies. This can include information about attempted prosecutions that were unsuccessful or behaviour that might be indicative of criminal activity.

#### **Definition: Regulated Activity:**

- Is confined to unsupervised activities such as teaching, training, instructing, caring for,

supervising children, or providing advice/guidance on well-being or driving a vehicle only for children;

- Includes work in a limited range of 'specified places' where there is opportunity for contact with children, e.g. Schools.

In addition, in order to be regarded as 'Regulated Activity' such unsupervised activity performed at such a specified place must be done regularly. Regularly is defined as being carried out by the same person frequently (once a week or more often) or on four or more days in a 30 day period (or in some cases, overnight)

Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks](http://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks) or [www.justice-ni.gov.uk/articles/about-accessni](http://www.justice-ni.gov.uk/articles/about-accessni).

Where you have any gaps in employment history you must provide an explanation. Applicants for all positions including those involving 'regulated activity' will be asked to explain any gaps in their education/employment during the interview process.

The **successful candidate** will be required to complete an On-line Access NI Disclosure Certificate Application Form prior to appointment and will be expected to meet the cost of an Enhanced Disclosure Certificate. 'Prior to the online completion of the Disclosure Certificate Application Form, the candidate must bring the PIN Notification and ID Validation Form and relevant documentation to the Principal/Line Manager for completion for verification of the candidate's identity.' Details regarding the payment for the process of the application will be provided on the PIN

Following completion of the checks by Access NI an Enhanced Disclosure Certificate will be issued, this certificate will detail (if applicable) the criminal background history of the candidate or state that no convictions were found.

The majority of EA posts are exempt from the Rehabilitation of Offenders Order 1978. Appointment to such posts will be subject to the satisfactory completion of criminal background checks by Access NI. It should be noted that having a criminal record does not necessarily debar an applicant from employment. Each individual case is considered on its merits taking all relevant factors into account.

The policy on Employment of Ex-Offenders and the policy on Management, Handling and Disposal of Disclosure information is available to view/download on the EA website [www.eani.org.uk](http://www.eani.org.uk) under the menus titled about us/Human Resources/AccessNI

**\* Since 14 April 2014, Access NI filters criminal records for standard and enhanced checks. Access NI follows filtering rules that apply to convictions, cautions, informed warnings or diversionary youth conferences in an individual's criminal history. Filtering does not remove cautions, warnings and diversionary youth conferences for specified offences.**

### **Transport (if applicable)**

Please confirm if you have access to transport to meet the requirements of the post.

## **Essential and Desirable Criteria**

You will be required to demonstrate, by giving personal and specific examples on your application form, how you meet the experience as detailed in the person specification. The definition of personal and specific examples is evidence of your personal involvement in this experience and relevant examples to show the breadth of your experience.

When providing examples it is imperative that you demonstrate on your application form how and to what extent you meet the essential and desirable criteria.

- Do not use acronyms or complex technical detail. Write for the reader who may not know the specific detail of your job.
- Write down clearly your personal involvement in any experience you quote. Write “I” statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel are interested in.
- The examples you provide should be concise and relevant to the criteria. It is your *unique* role the panel are interested in, not that of your team or division.
- In preparing your application form you may wish to think about having a clear structure for each of your examples, such as:

Situation – briefly outline the situation

Task – what was your objective, what were you trying to achieve

Action – what did you actually do, what was your unique contribution?

Result – what happened, what was the outcome, what did you learn.

Please note that the panel can only make a decision to invite you to the next stage of the selection process, i.e. assessment centre, selection testing, interviews etc., based on the information you provide in your application form and how this matches the criteria in the person specification.

You must complete the relevant information relating to your experience in the relevant section/‘box’ provided. Never assume that because the short-listing panel know you, or your work, or because you have worked for the EA for a long time that there is no need to provide detailed information in your application form. It is your responsibility to demonstrate sufficient evidence, by way of personal and specific examples, that you meet the criteria in the person specification. If you supply insufficient detail, by way of personal and specific examples, you will not be short-listed.

## **SECTION C APPLICANT DECLARATION**

### **Declaration**

After you have read and confirmed your acceptance of the declaration please sign and date in the appropriate boxes. By signing the box you are certifying that the information you have provided is correct and that any false or misleading information, if proved, may result in your application not being progressed, or, if appointed, dismissal from the service of the Education Authority.

If you email your completed application form please tick the appropriate boxes to confirm your acceptance of the declaration. If you are successful in being invited to the next stage in the selection process you may be asked to sign your application form at a later stage.

## **Data Protection/GDPR**

The information on your application form is required by the EA for the purposes of processing your application. It is essential that the details you provide on the application form are correct. The data provided will be processed in compliance with the Data Protection Act 1998 (as amended) and General Data Protection Regulation (GDPR).

The EA Candidate Privacy Notice, provided as part of the job application pack, provides full information on the use of your data and the protections and rights available to you in relation to processing, sharing and disposal.

You are required to read and ensure that you understand the Candidate Privacy Notice prior to completing and signing the declaration on the application form. **Failure to do so will result in EA not processing your application form.**

## **Canvassing**

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with a member or officer of EA or any member of the Board of Governors of a school involved in the recruitment of the post for which the person has applied which could be deemed or perceived to be for the purpose of advancing that application.

Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

## **Section 3**

### **COMPLETING YOUR EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

The Equal Opportunities Monitoring Questionnaire must be submitted along with your Application Form by the specified closing time and date. Upon receipt of both documents the Equal Opportunities Unit, records the information from your monitoring questionnaire on a secure computerised information system and stores the monitoring questionnaires confidentially. Your application form is then forwarded to Recruitment and Resourcing Team for consideration.

Please note that the Equal Opportunities Monitoring Questionnaire must be completed, even if the applicant has previously applied for employment with the Education Authority.

The EA monitors applications for employment in order to measure the effectiveness of its Equal Opportunities Policies and to comply with its various legal obligations.

The EA monitors applications for employment in terms of community background (support staff – non-teaching only), sex, marital status, political opinion, racial group, disability, sexual orientation and family status. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

EA does not discriminate against job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

The Equal Opportunities Monitoring Questionnaire is not presented to the selection panel.

## Section 4

### RETURNING YOUR APPLICATION FORM

Completed Application forms and Equal Opportunities Monitoring Questionnaires must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- email to [earecruitment@eani.org.uk](mailto:earecruitment@eani.org.uk)

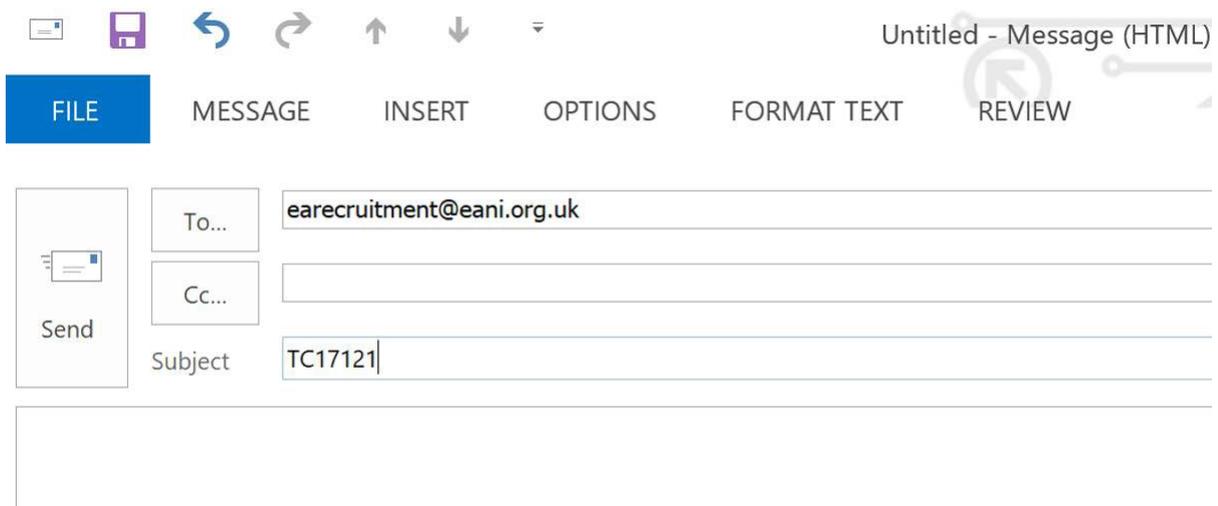
If posting or hand delivering your application form, please ensure that it is forwarded to the correct EA address. EA will not accept responsibility for application forms delivered by any other method or to any location other than that specified in the job description.

**Completed application forms must be submitted by 2pm on the closing date. Late, or faxed application forms will not be accepted.** Additional pages or a curriculum vitae will also not be accepted.

If posting an application form it is your responsibility to ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Please ensure that when emailing the application form to [earecruitment@eani.org.uk](mailto:earecruitment@eani.org.uk) that the subject line is completed with the Job Reference Number as indicated on the front top right handside of the application form:

Please note that this address is in the main for the return of completed application forms only. We will endeavour to respond to all other recruitment enquiries in a reasonable time.



Untitled - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

To... earecruitment@eani.org.uk

Cc...

Subject TC17121

Send

## Section 5

### THE SELECTION PROCESS

You are strongly advised to carefully consider the job description and the criteria for the post to ensure that your application includes all pertinent details and demonstrates clearly how you meet each of the criteria for the post.

You should note that shortlisting will be based solely upon the information provided by you on your application form. Members of the shortlisting panel are not permitted to take into consideration any information they already know about you.

#### Shortlisting

The essential criteria that will definitely be applied at shortlisting will be identified in the person specification for the post. When a large number of applications are received the selection panel reserves the right to apply the desirable criteria and/or enhance the minimum criteria if necessary in order to facilitate a manageable shortlist.

To ensure that all applicants are treated fairly and consistently, this use of desirable or enhanced criteria will be agreed at shortlisting prior to examination of the application forms. It is the responsibility of applicants to provide the best evidence possible on their application form to demonstrate how they meet each of the essential and desirable criteria.

#### Interview Arrangements

Shortlisted candidates will be notified of the date and time of interview. You will be required to bring original current and valid photographic evidence of identity to interview, i.e:

- Passport,
- Driving licence,
- Electoral identity card or,
- A national identity card (if a foreign national)

A photocopy of identification is not acceptable. Failure to provide such evidence of identification may result in you being refused an interview.

If you are unable to attend the interview at the date and time specified, or wish to withdraw from the selection process, it is essential that you contact EA/the Principal at the earliest opportunity either by telephone or in writing. A request for an alternative interview date will only be considered in exceptional circumstances and will be at the absolute discretion of EA/the Board of Governors.

## Notification of the Successful Candidate

Candidates should note that selection panels, including Boards of Governors, **recommend** candidates for appointment only. Candidates are advised that a recommendation for appointment is **not** an offer of employment and must not be treated as such.

A candidate is deemed to have been offered the post **only** on receipt of a formal written offer of employment from EA Recruitment and Resourcing Team. **Recommended candidates should take no action to terminate their current employment until they are in receipt of a formal written offer of employment from** Recruitment and Resourcing Team.

Any recommendation for appointment will be subject to the following:-

- Completion of a Health Declaration Form. Upon receipt of such; EA may, at its discretion, require a candidate to attend a medical examination;
- Issue of a satisfactory Enhanced Disclosure Certificate for posts involving regulated activity;
- Documentary evidence of eligibility to work in the UK;
- Receipt of **original** Birth Certificate;
- Receipt of **original** documentary evidence of qualifications where qualifications formed the agreed shortlisting criteria;
- Receipt of two satisfactory references. For posts involving regulated activity at least one reference should be a previous or current employer able to comment on the candidate's suitability to work with children/young people in an education setting and their professional ability (please refer to Reference Section on page 7).

The information provided must be official original proof that you possess, at the closing date for receipt of application forms, all qualifications and/or membership of any relevant professional bodies which you relied on to support your application form