



NOTES ON COMPLETION OF APPLICATION FORM

N.B. - C.V.'s will not be considered.

- Please read these notes before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on the information you give.
- PRINT clearly when completing the application documents.
- If you require this application in another format e.g. large print, please contact us; recruitment@usel.co.uk or call 028 9035 6600

Section 2. Education and Training

- Record the type of school only e.g. secondary, grammar. Do not enter the name of the school.
- If you started but did not complete a qualification please record it but indicate this clearly on the form.
- You are responsible for giving full details of qualifications held and verification of these will be requested in the event of a job offer.
- Should you wish to apply for the post on the basis of a qualification that you consider to be equivalent to one specified then you must clearly demonstrate that equivalence. This must be in terms of level, breadth, depth and content and provide information to support your case. The selection panel will make the final decision on the relevance and equivalence of this.

Section 3. Employment History

- List your most recent employer first and work back including all periods of employment and unemployment.
- Be specific about the type and length of positions held, your duties/responsibilities and how these demonstrate you have gained the relevant experience required.

Section 4. Experience & Knowledge

- Take time to review the essential and desirable criteria/person specification.
- Ensure you are able demonstrate you can meet all the essential criteria and provide relevant examples from your previous experience.
- Where possible, demonstrate how you meet the desirable criteria.

Section 5. Other Information

- If you hold membership of a professional body record your level of membership and membership registration number.
- You must state if you are able to provide documentation to prove your eligibility to work in the UK

Section 7. References

- Two referees must be given. One must be your manager/supervisor from your current job who can comment on your work. If you are unemployed then this must be from your last manager/supervisor.
- If you have never been employed one referee should be someone who knows you well enough to confirm the information you have given and can comment on your ability to do this job.

Relatives (including common law partners) must not be used.

Completed Forms

- You are responsible for ensuring that all sections are fully and clearly completed and **that it is received by us by the closing date and time**
- Please ensure that the amount of postage paid is adequate.
- Usel will take no responsibility for delays over which it has no control e.g. incorrect postage/postal delays etc. Late applications will not be considered.
- Faxed or emailed applications will be accepted only if they are legible otherwise an original form must be returned within 2 working days of the closing date.
- Please remember to sign and date the completed form.
- Completed forms can be emailed to recruitment@usel.co.uk or posted to Usel,182-188 Cambrai Street, Belfast BT13 3JH

Equal Opportunities Monitoring Form

- Please refer to separate document.