

East Border Region Ltd

Application Pack Information

Applicants must read the following information before completing the Application Form.

1. Making an application for Employment

1.1 General

- The East Border Region Ltd requires applicants to complete an application form for all posts.
- The Application Form has been designed so that it is easy to use for the applicant, the Finance and Personnel Officer, HR administration and the recruitment panel. Please complete the application form in full and legible type/writing. Failure to complete the Application Form in full may preclude the application from progressing to shortlisting.
- The Application form must be completed in type or ballpoint pen – preferably black ink.
- Information must be provided in the space available.
- Curriculum Vitae (CVs) will not be accepted.

1.2 Data Protection Act

- Please note that the information on the Application Form will be held on record. Strict confidence will be observed in handling it and disclosure will only be made for Payroll and HR administration procedures. However the information may also be disclosed in respect of litigation.

1.3 Rehabilitation of offenders

- If you have applied for a post which is governed by The Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003, before appointing anyone to such a post, it is our policy to ask for the relevant check to be carried out by Access NI. This check is to make sure those individuals who might be at risk to children and/or vulnerable adults are not appointed; or there is a risk in connection with duties of the post.
- A check will only be carried out where the preferred applicant has been made a Conditional Offer of Employment and they have signed the consent form authorising us to obtain this information (failure to sign the Consent at this stage will result in the application form being withdrawn).
- The check will tell us if you have a criminal record, or if your name is included on the DHSSPS Disqualification from Working with Children List or included on the DE List and/or the DHSSPS Disqualified from Working with Vulnerable Adults List. Any information will be treated confidentially.

1.4 Application forms online

- We would like you to download your Application Form from www.eastborderregion.com

1.5 Canvassing

- Canvassing in any form, oral or written, direct or indirect, will, if proven to the satisfaction of the East Border Region, disqualify a candidate for appointment.

2. Completing the application form

- The Application Form is in four sections, details of which follow.

2.1 Part A: About the Applicant - NOT available to the panel

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| Contact details | • Contact details are required as specified. |
| Information about relatives | • We ask for this information to ensure that immediate family members are not involved in any part of the selection process. |
| References | <ul style="list-style-type: none">• East Border Region Ltd will only contact the referees if the applicant is made a conditional offer of employment. References will not be sought for Internal Trawls.• East Border Region Ltd will require a reference from the current or most recent employer. Only in circumstances where the applicant has not been in employment for a considerable period of time or not at all, will other referees be considered, and the East Border Region Ltd will consider their appropriateness.• It is essential that applicants obtain their referees' permission to be contacted. Failure to secure references, which are satisfactory to the East Border Region, may result in a conditional offer of employment being withdrawn. |
| Declaration | <ul style="list-style-type: none">• It is up to the applicant to ensure that the information that they give is accurate.• Applicants must sign their application forms, except where they are emailed. Applicants who emailed application forms will be asked to sign their application form at interview if shortlisted.• East Border Region Ltd will disclose references with the Referee's permission. |

2.2 Part B: Equal Opportunities Monitoring Form - NOT available to the panel

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| Commitment to Equality of Opportunity | • East Border Region Ltd is an equal opportunity employer and is committed to appointing the best person for the job. Applicants will not receive less favourable treatment on the ground of their gender, including gender reassignment; marital or civil partnership status; having or not having dependants; religious belief or political opinion; race (including colour, nationality, ethnic or national origins, being an Irish Traveller), disability, sexual orientation or age. The Monitoring Form asks for details of these factors and some, or all factors may be used for monitoring recruitment. |
| Confidentiality | • To ensure the confidentiality of information, the questionnaire has been given an identifying number. Only the Human Resources Monitoring Officer will be able to identify this number. The information on this form will not be used in any part of the selection process. |
| What the information is used for | • The information collected will be used to measure the effectiveness of the East Border Region's Equal Opportunities Policy and will assist us in developing and reviewing positive / affirmative action policies. The monitoring system will be concerned only with statistical analyses and will not identify individuals. |
| Applicant's responsibility | <ul style="list-style-type: none">• A completed Equal Opportunities Monitoring form must be provided with the application Form. Information provided on the form must be accurate.• Monitoring forms will be sought for external trawls. |

2.2 Part B: Equal Opportunities Monitoring Form - NOT available to the panel

- Queries
- If you have any queries regarding the questionnaire, please contact the Finance and Personnel Officer, Telephone 028 30252684.
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2.3 Part C: Employment History - Available to the panel

- Current Employment
- Give details of the most recent employment and including a summary of duties.
- Previous Employment
- Give details of previous post starting with the most recent.
- Health
- Applicants are asked to provide details of their sickness record for the past 2 years. A pre employment medical check will be undertaken prior to appointment.

2.4 Part D: Meeting the Employee Specification – Available to the panel

- Completing Part D
- Carefully read the question associated with each criterion. Applicants must clearly and exactly state how they meet each essential / desirable criterion.
 - Where dates are asked for, they must be given. If you are asked if you have 2 years' experience, you must give the exact dates when you gained this experience and where. If the experience is part-time, you must indicate how your part-time experience equates to two years' full time experience.
 - Only provide the relevant information in response to each criterion.
 - Where qualifications or experience are a requirement, they must have been obtained by the closing date for receipt of applications.
 - The panel will assess whether applicants meet each criterion individually.
 - Responses to each of the shortlisting criteria must be provided only in the space allocated. Additional pages or the inclusion of CVs will not be considered.
- Essential criteria
- The essential criteria are factors that are considered necessary for a post holder to have. The applicant must meet all essential criteria to progress to assessment / interview.
- Desirable criteria
- The desirable criteria describe the extra factors, which it is preferable that an applicant holds. One or all noted desirable criteria, if included in the Employee Specification, may be used to shortlist.
 - East Border Region Ltd reserve the right to use heightened, but not different criteria, to shortlist. For example where a minimum standard is referred to in the criteria, candidates who exceed the minimum may be selected.
- Shortlisting panel
- Panel members will only have access to Part C and D of the application Form. They will **not** have access to the applicant's name, contact details or the information contained in the Equal Opportunities Monitoring Form.
 - Panel members will consider the answers to each criterion individually. Only in circumstances where presentation skills or use of English (spelling/grammar) are requirements of the post, will the overall application be taken into account.

2.4 Part D: Meeting the Employee Specification – Available to the panel

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| After shortlisting | <ul style="list-style-type: none">• When the recruitment panel have completed their shortlisting, applicants will be notified if they have been successful and invited to an assessment and/or an interview. East Border Region Ltd uses a variety of methods during selection, including Assessment Centres, Job Related tests, Presentations and interviews. |
| Appointment of reserve candidates | <ul style="list-style-type: none">• East Border Region Ltd may appoint reserve candidates in order of merit. This means that if the successful candidate fails to take up the post to which they were appointed, or a similar vacancy arises within six months from the date the interviews were held, the post will be offered to the candidates on the Reserve List in order of merit. |
| Offer of appointment | <ul style="list-style-type: none">• A conditional offer of appointment will be made subject to completion of satisfactory pre-employment checks. Once completed, a firm offer of appointment will be made and a starting date agreed. Appointees will have a set timeframe in which to decide on the offer and to take up post. If an offer is not accepted within the set timeframe, the offer may be withdrawn. |
| Pre employment checks | <ul style="list-style-type: none">• The following pre-employment checks may be carried out: Reference checks, Medical check, Qualifications check and if appropriate a Criminal Records / POCVA Check.• Evidence of qualifications, which were part of the Employee Specification, must be provided to HR before appointment is confirmed.• Details of driving licence, current at the time of application and at the time of appointment, should the driving licence have been amended in the interim, (and insurance if driving private car) will be required where driving is part of the post. |
| Terms and conditions of employment | <ul style="list-style-type: none">• East Border Region Ltd issues a summary of terms and conditions of employment with the application pack. The appointee is expected to have made themselves familiar with these. All offers of employment are conditional upon acceptance of the terms associated with the post.• East Border Region Ltd employees must be prepared to carry out overtime duties and to work on public and extra statutory holidays as required. Appropriate compensation with regard to rates of pay / time off will be provided for such work. |
| Closing date | <ul style="list-style-type: none">• Applications received after the stated closing date and time will not be considered. It is up to the applicant to ensure that adequate postage is paid where applicable.• Applications should be returned via post to; |

The Finance and Personnel Officer, HR, East Border Region Ltd, 2 Monaghan Court, Newry BT35 6BH

Closing Date: Thursday 7th March 12 noon