

November 2023

Dear Applicant

RE: VERIFICATION OFFICER

Thank you for your interest in this vacancy.

CRC is totally committed to ensuring that all procedures used in the recruitment process are fair and satisfy the relevant legislation and guidelines on Fair Employment and Equal Opportunities, Race and Disability etc.

Due to agile working arrangements, applicants are encouraged to submit applications to the following address: recruitment@nicrc.org.uk.

To ensure that our procedures work effectively we would ask that all information, including the monitoring form, be returned. It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

The Community Relations Council accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise. **INCOMPLETE APPLICATIONS WILL BE REJECTED.**

CLOSING DATE AND TIME FOR APPLICATIONS: 12 noon Monday 27 November 2023

To allow us to compare candidates in an equitable fashion, short-listing is carried out based on information provided on the application form alone. For this reason, CVs will not be accepted.

Please note that continuation sheets (if needed) are only applicable to answers in regards employment history and applicants should use only the space provided on the application form for all other responses. Any additional information/sheets will be disregarded and not considered by the shortlisting panel.

Guaranteed Interview Scheme

We welcome applications from people with disabilities and operate a Guaranteed Interview Scheme. This means if you have a disability, and you apply and meet the essential criteria for one of our positions, we will consider your application under this scheme and guarantee you an interview. Please ensure you meet the essential criteria before applying for this role.

Your application will be considered like all others, by measuring it against the essential criteria as set out in the employee specification but any short-listing or desirable criteria will not be applied to you.

Selection methods, such as computer-based skills tests, paper-based aptitude tests, situational judgement tests, driving assessments and assessment centres, may be deemed to be part of the essential criteria. This means that all applicants must sit and pass these tests or assessments.

Once the shortlisting process is complete, we will be in touch with you to make you aware of the outcome.

Please call us on 02890 227500 or e-mail recruitment@nicrc.org.uk if you require any reasonable adjustments for any part of the recruitment and selection process, such as the testing or interview stages.

Completed applications must arrive by e-mail to:

Due to agile working arrangements, applicants are encouraged to submit applications at the following address: recruitment@nicrc.org.uk by **12 noon Monday 27 November 2023**

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Jo Adamson

Human Resources Manager