**The decision whether to invite you to interview will be made on the basis of the information which you provide on the enclosed application form. These notes below are designed to help you make the best of your application and to help us process it fairly. Please read this carefully before completing your form.**

1. Read through the application form first before you start to complete it.

2. Read all the information contained in the application pack and think about the job. Carefully consider the criteria which is set out in the role description and think about what skills, qualifications and experience you have which will be relevant to the post you are applying for. **Please note that candidates who do not demonstrate on their application form how they meet all of the essential criteria on the role description will not be shortlisted for interview.**

1. Only official Age NI application forms will be accepted and the format and sequencing of the form must not be altered in any way. It must be legible to ensure fair shortlisting. The shortlisting panel cannot ‘assume’ anything on your application form, therefore please ensure you write/type clearly throughout.
2. To facilitate shortlisting, you are required to complete all sections of the application form in full. It is not acceptable to write in any section of the form “see attached CV or sheet” or send a CV in place of the form as we are unable to consider these as valid applications. You may however attach continuation sheets if necessary.

4. If you are shortlisted for interview and you have any special needs or require particular arrangements, please contact the People & Development team.

5. You must quote two referees with whom we can confirm the information you have given and who may be able to comment on your suitability for the job you have applied for. Internal candidates should nominate their Head of Department. Other candidates should nominate their current or most recent employer. Students should nominate the name of their Head Teacher, Tutor or Professor as appropriate. Relatives or friends are not acceptable.

6. To help ensure that our Equal Opportunities policy is effective, all candidates are requested to complete the attached monitoring form. Regardless of whether we practise religion, most people in Northern Ireland are perceived to be either Protestant or Roman Catholic. **This information is confidential and is used for monitoring purposes only**. It is detached before shortlisting and does not form part of the decision to select for interview.

7. Read through your application and check for errors and omissions. Keep a copy for yourself and send the application form to People & Development, Age NI, 3 Lower Crescent, Belfast, BT7 1NR before the specific time on the specified closing date.

8. It is the personal responsibility of each applicant to ensure that application forms are received on time. If you are returning your application by post, it is your responsibility to ensure that you have sufficient postage on your envelope or this may delay your application form reaching us. Applications received after the closing date will not be considered.

**Additional Information:**

Please note that the panel can only make a decision to invite you to interview based on the information you provide in relation to the essential criteria, and if required the desirable criteria. You must demonstrate how you meet the criteria outlined in the application form.

Please state the start and end dates of your relevant experience (that is the month and year) and check the accuracy of these dates before submitting your application form.

You must complete the relevant information relating to your experience in the relevant section provided. If you submit this information in another section or ‘box’ of the application form, for example if you enter “see above” or “as stated above”, it **will not** be considered by the panel.

You must demonstrate, by giving personal and specific details on your application form, how you meet the criteria as detailed in the role description. If you do not supply sufficient information in your application form to demonstrate, by way of personal and specific details, that you meet the criteria which is required for the job, you **will not** be short-listed.

‘Personal and specific details’ is evidence of your personal involvement in relation to the criteria and relevant details and examples to show the breadth of your relevant experience. For example, to demonstrate your personal involvement, you should use ‘I’, not ‘we’, when completing your application form. Using ‘I’ portrays your personal involvement more and lets the panel know exactly what your personal involvement was and what you were personally responsible for doing. It is your individual personal experience that the panel is looking for. You should also provide specific detail of your experience (ie length of experience, what you did etc) and provide examples (i.e. incidents which displayed your experience).

For example, if you are asked to demonstrate, that you have experience of managing staff, it is not sufficient to simply state “We manage staff well in our organisation” “I have experience of managing staff” or “I feel I am capable of managing staff” or “It is important to be able to manage staff” – vague, text book answers are not sufficient.

An example of a good, clear response is “I have more than XX year’s experience of managing staff. I have managed staff from (month/year) to (month/year). To do this effectively, I (demonstrate how you managed the staff) scheduled weekly meetings where I allocated and monitored work loads. I also held monthly one to one meetings to discuss individual performance and personal development. At these meetings, I gave the staff updates on new developments and we discussed how our work impacts on the work of the organisation and how we could improve things. When problems occurred, I spoke to my staff to resolve the problem as soon as possible etc.

Another example, if you were required to have experience of using Microsoft Office packages, including Access and Excel, Word and Outlook, setting up databases, mail merges and production of reports and queries. It is not sufficient to state ‘I have always used Microsoft Office’ or ‘I use Work and Excel on a daily basis’ A good example would be ‘I have used Microsoft Office packages since 1999 to present, these include:

**Word** – I use word daily to produce letters, reports, policies; producing mail merges

**Excel** – I use Excel twice weekly to update staff spread sheets; setting up and updating databases

**Outlook** – I use Outlook daily to send and receive emails and to set up and update my electronic calendar.

**Access** – From Dec 2005 – Jan 2012, I used Access to set up and maintain a staff and client database.