Clanrye Group

**DSS Recruitment – Application Summary Sheet**

**GUIDANCE NOTES ON**

**SUBMITTING CV AND SUMMARY SHEET**

**Read before completing**

1. Clanrye Group seeks to be an equal opportunities employer and values a diverse staff team that reflects the population with which we work. We also aim to appoint the applicant who has the most relevant skills, abilities and experience for any post that we recruit. Clanrye Group will appoint the candidate who best fits the criteria laid down in the job description enclosed. These are the **only criteria** used to shortlist applicants.

Your **CV and summary sheet** is your only chance to show the recruitment panel that you meet the requirements to be shortlisted and invited for an interview – please read these guidance notes to increase your chance of success.

You must demonstrate that you meet **all** the **essential** criteria.

1. **To have the best chance of success**
* Ensure you meet the essential criteria.
* Provide a comprehensive CV that is clear, concise and demonstrates how you have the relevant experience.
* Complete the Equality and Diversity monitoring form.
* Complete, sign, save and return the summary sheet.

|  |  |
| --- | --- |
| Reference No (for internal use) : |  |
| Applicant Name: |  |
| Applicant Address: |  |
| Applicant Contact Number: |  |
| Applicant Contact Email: |  |
| Vacancy Title: |  |
| Vacancy Location: |  |

Date of application:

Programme:

**I confirm that I am to entitled to work in the UK Yes ☐ No ☐**

|  |  |
| --- | --- |
| **Criteria (refer to job description for specific requirements)** | **Please confirm that you meet the criteria by stating Yes or No in the boxes below:**  |
| **Essential Criteria:**  |  |
| **Desirable Criteria:**  |  |
| Please outline why you feel you are suitable for this role *(no more than 150 words)* |

**Protection of Adults at Risk of Harm and Safeguarding Young People**

This post may involve ‘regulated activity’ as defined under Safeguarding Vulnerable Groups (NI) Order 2007. For further information on regulated activity please visit [www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups](http://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups)

Is there any reason as to why you would not be suitable to work with young people/adults at Risk in a training setting?

 Yes ☐ No ☐

If Yes, please provide details:

Please Note: Clanrye Group will be carrying out enhanced disclosure checks under Access NI. Futher information on Access NI Code of Practice is available at [www.nidirect.gov.uk/publications/accessni-code-practice](http://www.nidirect.gov.uk/publications/accessni-code-practice)

A criminal record will not necessarily be a bar to obtaining a position at Clanrye Group. A copy of Clanrye Groups Ex Offenders policy and Storing Disclosure Information Policy is available at [www.clanryegroup.com](http://www.clanryegroup.com)

**References**

Please give the names and addresses of two referees who have knowledge of your work and who would be willing to supply references.

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone No |  | Telephone No |  |
| Email Address |  | Email Address |  |
| Position Held |  | Position Held |  |

I declare that the above information is true and accurate.

I understand that if I provide false or misleading information I may have any offer of employment withdrawn or if employed will be dismissed from the service.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in Capitals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CV and Application Summary Sheet to be returned to:

Ciara Grant

Clanrye Group

Slieve Gullion Courtyard

89 Drumintee Road

Killeavy Newry

BT35 8SW

Or Email: ciara.grant@clanryegroup.com