# **Explanatory Notes for Candidates**

### Please read these instructions fully before completing Forms A1 and A2.

1. This Job Application Form is designed in such a way that all your personal details will be outlined on Form **A1** and will be used for administration purposes only. All specific information furnished by you relating to the post on offer will be outlined on Form **A2.**
2. Short listing will be based solely on the information furnished on Form **A2**; therefore, you should ensure that the information given is sufficiently comprehensive and relevant to the post on offer.
3. Read through the Application Form fully and then complete both Forms **A1** and **A2**
4. Keep a copy of your completed Job Application Form.
5. Applications will only be accepted on the official Job Application Form and should be received by **Friday 1st October at 5pm.**
6. Applications **will be accepted** only through Hirelocker. Postal applications will not be accepted.
7. A sent email must support any allegations of a lost application. In the event of such a loss another copy of the completed application form and the ‘confirmation of previously sent email’ must be presented to the correspondence email address on HireLocker within 72 hours of the above closing date and time.
8. Do not forward any cover letter, Curriculum Vitae, Certificates or References with the Application Form.
9. Referees will only be contacted by the Family Resource Centre with the permission of the candidate.
10. Return the completed Forms A1 & A2, to the **HireLocker email** account of which you received the application.
11. Canvassing will disqualify.
12. Information as to the duties, salaries and other terms and conditions of employment in respect of the post currently on offer within **Northside** **Family Resource Centre** is attached for your information.