# **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 submitted via email to recruitment@northsidefrc.ie no later than **4pm on Wednesday 25th May 2022.**
6. Applications **will not be accepted** by post.
7. **Do not** forward any cover letter, Curriculum Vitae, Certificates or References with the Application Form.
8. Referees will only be contacted by the Northside Family Resource Centre with the permission of the candidate.
9. Canvassing will disqualify.
10. 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.
11. Northside Family Resource Centre is an equal opportunities employer.