

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 of 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** (one page) and **A2** (six pages). **The application should be typed.**
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 **Wednesday 29th November 2023** not later than 4pm.
6. Preference for receipt of application is by email.
7. A Post Office 'Certificate of Posting' must support any allegations of a loss or delay in the post. In the event of such a loss or delay a photocopy of the completed application form and the 'Certificate of Posting' must be presented to the correspondence address below 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 Centre with the permission of the candidate.
10. Return applications to recruitment@northsidefrc.ie or Recruitment Administrator, Northside Family Resource Centre, Clonconnane Road, Ballynanty, Limerick City
11. Canvassing will disqualify.