

Dear Applicant,

Thank you for your interest in a position within East Belfast Mission. We have a long history of social service on the Newtownards Road and East Belfast, and are continually developing our team of staff and volunteers and our range of programmes to best meet the needs of the area.

Enclosed you should find:

- An Application Form
- A Role Profile and Person Specification outlining the duties of the role
- A Confidential Monitoring Form

Guidelines on how to complete the application form are contained within it, and it is strongly advised that you follow the guidelines in order to give yourself the best opportunity in your application. You should complete the application form as fully as possible, so that the short-listing panel are provided with a clear picture of your suitability for the post. Please note that supplementary materials (such as CVs) will not be accepted.

If any of the documents detailed above are missing, please contact the office as soon as possible and the missing items will be forwarded to you promptly.

The confidential monitoring form is for fair employment purposes, as governed by the Equality Commission NI. This must be completed and returned in a sealed envelope so that it is separate to your application form. This sealed envelope can either be returned separately, or included with your completed application form, as long as you have ensured that it is properly sealed. The confidential monitoring form will only be viewed by our Monitoring Officer, will be held separately to your application form, and will not be made available to the recruitment panel.

You should forward your completed application form to us by the relevant closing date, together with the confidential monitoring form in the separate envelope provided. Applications received after the closing date will not be able to be considered.

EAST BELFAST MISSION