

Candidate Guidance Notes

Return of Application

CLOSING DATE: BY NO LATER THAN 12PM ON FRIDAY 3RD FEBRUARY 2012.

Late applications will **not** be accepted under any circumstances.

In order to avoid the late submission of applications we would ask candidates to note the following:

1. Application forms may be returned by post or email.

Email Applications.

- a. Email Applications should be returned to **Lara Bamford** at admin@chni.org.uk , stating **‘Temporary Admin Assisant Application’** in the email subject area.
- b. Email applications shall be accepted on the understanding that should the applicant be called to interview, they will provide a
- c. signed copy of their original application form.
- d. If returning your application via email, applicants must ensure the Equal Opportunities Monitoring Form is returned separately
- e. via post/hand delivery to **Monitoring Officer, Council for the Homeless NI, Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.**

Postal Applications

- a. Postal Applications should be returned to: **Lara Bamford, Council for the Homeless NI, Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.**
 - b. Please mark the envelope
 - c. Applicants must ensure that sufficient postage is paid when returning application forms, as under payment may cause
 - d. substantial delay in the delivery of the form.
 - e. It is the responsibility of each applicant to ensure that application
2. Applicants who wish to hand deliver a form to CHNI should deliver to CHNI reception, in a sealed envelope, clearly marked - ‘Application Form’ and for the attention of Lara Bamford.

Candidate Guidance Notes (contd).

Other Information

1. Please print or type in BLACK INK and/ or use minimum Font size 12.
2. Equal opportunities information should be completed and returned in the manner detailed on the Equal Opportunities Monitoring Form.
3. Please note an application number will be allocated to the application form when it has been returned to CHNI.
4. It is the responsibility of applicants to ensure that all relevant information is included on their application form.
5. Applications which do not replicate the format and sequencing of CHNI's pro-forma will not be accepted under any circumstances. If you have any queries, please contact for advice.
6. Please note CV's will not be accepted.
7. CHNI reserves the right to enhance the advertised requirements to facilitate short-listing.