

**Job Opportunities
Applicant Guidance Notes**

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INTRODUCTION

The purpose of these guidance notes is to assist you in completing your application form.

These guidance notes are structured for ease of reference as follows:

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Introduction

The purpose of these guidance notes is to assist you in completing your online application form.

Eligibility

Please ensure that you are eligible to apply for the post prior to the completion of an online application form

EA welcomes applications from all individuals where the position appears on the EA website.

Job Advert

The job advert will display both the Job Description and the Person Specification. The Job Description is a written statement of the purpose, scope, duties and responsibilities of the post.

The Person Specification sets out the essential and desirable requirements for the post. The Person Specification is divided into the following categories:

- Qualifications/Professional Membership
- Experience
- Knowledge
- Skills/Abilities
- Other Requirements

Essential criteria are those necessary for the post to be performed to satisfactory standards. These form the minimum shortlisting criteria. In the event of large numbers of applicants meeting the essential criteria, the selection panel may wish to apply the desirable criteria. You must demonstrate on your application how you meet the criteria. Only those meeting the agreed criteria at shortlisting will be invited to the next stage of the selection process.

Where available, please provide specific examples on your application in the criteria boxes provided of how you meet the criteria listed in the Person Specification.

Terms and Conditions of Appointment

Teaching positions

Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 shall apply to teachers employed in grant-aided schools, peripatetic teachers and supply teachers.

Further information is available on the DE website. <https://www.education-ni.gov.uk/sites/default/files/publications/de/terms-and-conditions-regs-87.pdf>

Support Staff positions (Non-Teaching in schools)

You will be provided with a link to the summary of terms and conditions of the position to which you are making application.

APPLICANT SUPPORT

Requesting a paper application

Online is the preferred method for submission of applications. Should you, for reasons related to equality of opportunity, require assistance with the completion of your application or the application in an alternative format such as hard copy please contact the relevant Resourcing team.

Any candidate experiencing difficulties completing the online application or who have any queries regarding the recruitment process should contact the relevant Resourcing Team:

| Type of Recruitment | Team | Email Box | Telephone Number |
|--------------------------------------|---------------------------|--|----------------------|
| School Based Positions | School Resourcing Team | schoolsrecruitment@eani.org.uk | 0289056 4301 |
| Corporate Based Positions (Regional) | Corporate Resourcing Team | corporaterecruitment@eani.org.uk | 02890 564301 (Opt 1) |

Technical Support

Applicants that encounter system issues or require technical support should contact the dedicated Online Recruitment Team:

| Team | Email Box | Telephone Number |
|-------------------------|--|----------------------|
| Online Recruitment Team | OnlineRecruitmentSystemAdmin@eani.org.uk | 0289056 4301 (Opt 6) |

CREATING A CANDIDATE PROFILE

Recommended Browsers:

Google Chrome or Microsoft Edge are the recommended browsers.

It is strongly recommended that prior to completing an application, that you take a few minutes to create your profile.

This will enable you to specify your preferred job field preferences (e.g. Teaching/Administration/School Support) and work locations. By doing so, you will receive alerts of future opportunities which may be of interest to you and the information that you enter on your profile will be automatically transferred when applying for a position.

There are 5 pages to complete when creating a general profile. These are as follows:

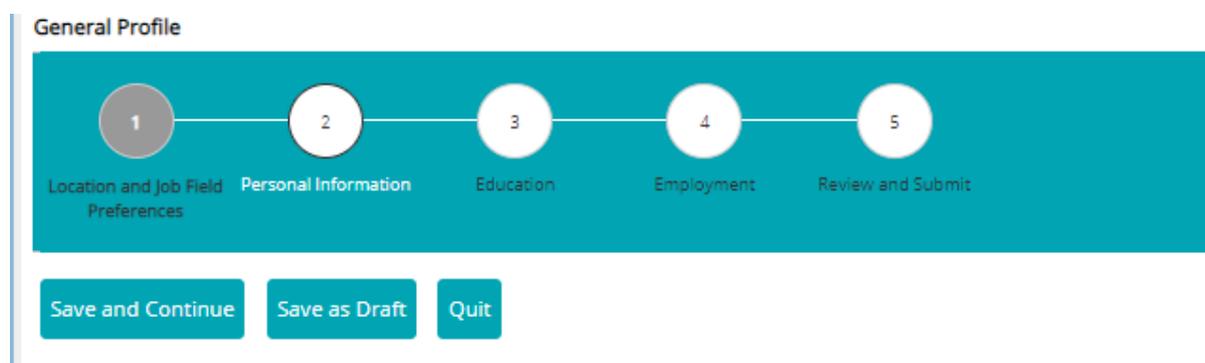
- Location and Job Field Preferences
- Personal Information
- Education
- Employment
- Review and Submit

You can follow your progress along the breadcrumb trail at the top of the general profile.

The system times out after 60 minutes of inactivity. It is recommended that you save each page as you progress through your profile.

You may choose **Save as Draft** at any time to save your progress and return to your profile to complete at any stage.

Please note that you may update any of the details within your general profile at anytime.



CREATING A CANDIDATE PROFILE

Click on the link 'Access my profile', you will then be directed to the log in page.

The screenshot shows a job search website interface. At the top, there is a navigation bar with 'Welcome. You are not signed in. | My Account Options' on the left and 'My Job Cart | Sign In' on the right. Below this is a teal header with 'Job Search' and 'My Jobpage' buttons. A secondary teal bar contains 'Basic Search', 'Advanced Search', and 'All Jobs' tabs. The main content area is titled 'Basic Job Search' and includes a 'Search Criteria' section with instructions to 'Specify your job search criteria, then click "Search for Jobs"'. There are input fields for 'Job Number' and 'Keywords'. A 'Job Field' dropdown menu is set to 'All'. Below that is a 'Postcode Radius' section with 'Location' as a sub-tab, containing fields for 'Country' (set to 'Northern Ireland') and 'Postcode', and a 'Distance from Postcode' dropdown set to 'Select one...'. There are radio buttons for 'Miles' and 'Kilometres'. At the bottom of this section, it says 'To view a list of job opportunities within a particular radius, please enter a postcode and specify the distance.' Below the search criteria are 'Search for Jobs' and 'Clear' buttons. The 'Search Results (25 jobs found)' section shows 'Results per page' set to '10' and a 'Sort by' dropdown set to 'Job Title (Descending Order)'. The first search result is 'Unit Catering Supervisor' with details: '19000934', 'Work Locations : Antrim-Newtownabbey-Earlview Primary School', 'Job Field : Catering', and 'Closing Time : 11:00:00 PM on 22 Jan 2020'. On the right side of the page, there are three informational boxes: 'Search Tips', 'Multiple selections', and 'Advanced job search'. A fourth box, 'Candidate Profile', contains the text 'Take a few minutes to create or modify your profile and to specify your preferred job criteria to receive alerts of future opportunities which may be of interest to you.' and a blue link 'Access my profile' which is circled in red. A red arrow points from the top of the page down to this link.

Welcome. You are not signed in. | My Account Options

My Job Cart | Sign In

Job Search My Jobpage

Basic Search Advanced Search All Jobs

Basic Job Search

Search Criteria

Specify your job search criteria, then click "Search for Jobs". [Hide Search Criteria](#) | [Save this Search](#)

Job Number

Keywords

Job Field

Job Field

All

[Add Job Field](#)

Postcode Radius | Location

Country Postcode

Northern Ireland

Distance from Postcode

Select one...

Miles Kilometres

To view a list of job opportunities within a particular radius, please enter a postcode and specify the distance.

[Search for Jobs](#) [Clear](#)

Search Results (25 jobs found)

Results per page

10

Sort by

Job Title (Descending Order)

Unit Catering Supervisor 19000934
Work Locations : Antrim-Newtownabbey-Earlview Primary School
Job Field : Catering
Closing Time : 11:00:00 PM on 22 Jan 2020

Search Tips
You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.

Multiple selections
You can search for jobs in more than one job field and location. After selecting a value in one of these fields, click "Add..." and make another selection.

Advanced job search
To perform a job search using advanced search criteria, click the "Advanced Search" tab and select the relevant criteria.

Candidate Profile
Take a few minutes to create or modify your profile and to specify your preferred job criteria to receive alerts of future opportunities which may be of interest to you.
[Access my profile](#)

CREATING A CANDIDATE PROFILE

You will then be directed to the **Candidate Privacy Notice**. Review the content and click **Accept** or **Decline** at the bottom of the page.

If you decline, you will be returned to the main EA job search page and you will not be able to proceed with your application. If you accept the content of the Privacy Notice, you will proceed to the log in page shown below. Select **New User**.

Declaration:

By clicking "I Accept" I confirm that:

I understand and consent to the information I have supplied via the creation of a candidate profile or via the submission of a job application form, being used by the EA, or any appointed third party recruitment and selection suppliers, for the purposes of processing my application. The information is covered by the provisions of the Data Protection Act 1998 (as amended) and General Data Protection Regulation (GDPR).

I have read and understand the above Candidate Privacy Notice.

Welcome. You are not signed in.

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

Forgot your user name?
Forgot your password?

or Sign in with:
 

CREATING A CANDIDATE PROFILE

The following screen will be displayed. Complete the mandatory fields (*) and click the **Register** button.

Mandatory fields are marked with an asterisk.

The registration form consists of the following elements:

- *User Name:** Input field containing "dunlopj".
- *Password:** Input field with masked characters ".....".
- *Re-enter Password:** Input field with masked characters ".....".
- Email Address:** Input field containing "jdunlop@invalid.com".
- or Sign in with:** Section with "G+" and "YAHOO!" social login buttons.
- Buttons:** "Register" and "Cancel" buttons at the bottom left.

Password Rules:

Passwords are case sensitive and must contain between 6 and 32 characters. Passwords must contain at least 1 letter and 1 numerical value and must not contain more than 5 identical consecutive characters (e.g. AAAAA...).

Passwords must not contain your user name.

CREATING A CANDIDATE PROFILE

The following screen will then be displayed. Here you will be able to select your Location and Job Field preferences.

The screenshot displays the 'ea Education Authority' logo in the top left and contact information in the top right: 'corporaterecruitment@eani.org.uk' and 'Telephone: 028 90564301'. The page title is 'Job Opportunities - External' and the main heading is 'Recruiting Talent' with the tagline 'To inspire, support and challenge all our children and young people to be the best they can be'. A navigation bar shows 'Welcome. You are signed in.' and 'My Account Options'. Below this are 'Job Search' and 'My Jobpage' buttons. The 'General Profile' section is titled 'Step 1 out of 5' and features a progress indicator with five steps: 1. Location and Job Field Preferences (active), 2. Personal Information, 3. Education, 4. Employment, and 5. Review and Submit. At the bottom of this section are 'Save and Continue', 'Save as Draft', and 'Quit' buttons. The main content area is titled 'Location and Job Field Preferences' and includes a note: 'Mandatory fields are marked with an asterisk.*'. Under 'Employment Preferences', it asks the user to specify preferred job criteria and notes that at least one value must be selected in the 'Job Field' section. The 'Job Field' section contains two dropdown menus: 'Category' (set to 'Administrative') and 'Function' (set to 'Admin - Non Schools Based'). Below these are 'Add to List' and 'Reset' buttons. A second 'Job Field Preferences' section is visible at the bottom with its own 'Save and Continue', 'Save as Draft', and 'Quit' buttons. The page is labeled 'Page 1 out of 2'.

Once you have selected your job field preferences from the list(s), click the **Add to List** button, then **Save and Continue**.

You can add as many job field categories as you wish.

CREATING A CANDIDATE PROFILE

You will then be directed to add your preferred work locations. You can set your work preferences at:

- County level
- Town/City
- Work Location

The screenshot shows the 'Recruiting Talent' portal interface. At the top, there is a teal header with the text 'Recruiting Talent' and a sub-header 'To inspire, support and challenge all our children and young people to be the best they can be'. Below this, there are navigation links for 'Job Search' and 'My Jobpage'. The main content area is titled 'General Profile' and shows a progress bar with five steps: 1. Location and Job Field Preferences, 2. Personal Information, 3. Education, 4. Employment, and 5. Review and Submit. The current step is 'Location and Job Field Preferences'. Below the progress bar, there are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Location and Job Field Preferences' section is highlighted with a red circle. It contains the following fields: 'County' (dropdown menu), 'Town/City' (dropdown menu with 'Newtownards' selected), and 'Work Location' (dropdown menu with 'Select one...' selected). Below these fields are buttons for 'Add to List' and 'Reset'. At the bottom of the form, there are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The page number 'Page 2 out of 2' is visible in the bottom right corner.

Once you have selected your work locations from the list(s), click the **Add to List** button then **Save and Continue**.

You can add as many location preferences as you wish.

You will then be directed to the **Personal Information** page. Mandatory fields are marked with an * asterisk.

CREATING A CANDIDATE PROFILE

You will then be directed to the **Personal Information** page. Mandatory fields are marked with an * asterisk.

General Profile Step 2 out of 5 | Print/Email

1 Location and Job Field Preferences2 Personal Information3 Education4 Employment5 Review and Submit

Save and Continue Save as Draft Quit

Personal Information

Mandatory fields are marked with an asterisk.*

Source Tracking
Please indicate how you heard about our organisation.

Source Type*

NB: You must indicate where you heard about the organisation using the drop down provided.

NB: Candidates without a National Insurance Number should enter N/A

Please note that all correspondence relating to your application will be sent to this email address (e.g. application acknowledgement, shortlisting & interview correspondence, pre-employments, offer of employment etc.) You will receive an automated email confirming your job submission. In the event that you do not receive an email, please check your junk/spam folder and confirm that you have entered a valid email address in this field.

Personal Information
Please enter all relevant personal information in the fields below:

| | |
|--|----------------------------|
| Forename* | Surname* |
| <input type="text"/> | <input type="text"/> |
| Previous Surname | National Insurance Number* |
| <input type="text"/> | <input type="text"/> |
| Street Address (line 1)* | Address (line 2) |
| <input type="text"/> | <input type="text"/> |
| Address (line 3) | |
| <input type="text"/> | |
| Town/City* | County |
| <input type="text"/> | <input type="text"/> |
| Postcode* | |
| <input type="text"/> | |
| Email Address* | |
| <input type="text"/> | |
| Preferred Primary Contact Number* | Mobile Number |
| <input type="text" value="Not Specified"/> | <input type="text"/> |
| Home Phone Number | Work Phone Number |
| <input type="text"/> | <input type="text"/> |

NB: You must provide **at least one** contact number.

Email Notification
Select the checkbox below if you wish to receive email notifications when a new opportunity is posted matching your profile preferences.

Send an email notification whenever a new position matching this profile is posted.

Select this check box to indicate that you would like to receive email notifications about jobs opportunities matching your preferences.

CREATING A CANDIDATE PROFILE

General Profile Step 4 out of 5 | Print/Email

1 Location and Job Field Preferences2 Personal Information3 Education4 Employment5 Review and Submit

Save and Continue Save as Draft Quit

Employment

Mandatory fields are marked with an asterisk. *

Employment History
If applicable, please list your employment history below starting with your most recent employment.

Employment Record 1

Current Job

Job Title*

Employer Name* Select

Employment Status* Not Specified

Brief Description of Key Roles and Responsibilities*

Start Date* Not Specified End Date Not Specified

Reason for Leaving Not Specified

[Remove Employment Record](#)

[Add Employment Record](#)

Save and Continue Save as Draft Quit

Adding an employment record
To create an employment record click 'Add Employment Record'. A new section with blank fields will appear for completion. Enter all relevant information.

Removing an employment record
To remove an employment record from the list, first identify it, then click 'Remove Employment Record'.

Rearranging employment records
To rearrange employment records, click 'Move Up' or 'Move Down' next to each record until it

This is a free text field. Alternatively, if you start typing in this field, predictive text will display a list of possible options that you may choose from. N.B School names will not display within this

The character limit of this text box is 600 characters inclusive of spaces (e.g. paragraphs)

To add employment records click on **'Add Employment Record'** alternatively, you can also remove employment records by clicking **'Remove Employment Record'** if you so wish.

CREATING A CANDIDATE PROFILE

General Profile Step 3 out of 5 | Print/Email

1 Location and Job Field Preferences2 Personal Information3 Education4 Employers5 Review and Submit

Save and Continue Save as Draft Quit

Education

Education

Completion of this section is not mandatory but information collated may be used for sourcing future candidates, however if qualification(s) are listed as a requirement for the post you will be asked to complete the relevant question(s) in the shortlisting criteria section.

Please list relevant education qualifications obtained/to be obtained starting with your highest level:

Education 1

Course Title/Subject* Select

Level of Qualification*

Grade/Classification*

Completion Date Not Specified Expected Completion Date Not Specified

[Remove Education](#)

[Add Education](#)

Professional Qualifications

Please list all relevant professional qualifications/membership of professional bodies and additional relevant training qualifications obtained. Please do not list expired qualifications.

Professional Qualification 1

Course Title* Select Name of Awarding Body/Organisation*

Membership Number (if applicable)

[Remove Professional Qualification](#)

[Add Professional Qualification](#)

Save and Continue Save as Draft Quit

If you start typing in these fields, predictive text will display a list of possible options.

Adding education entries
To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

Removing education entries
To remove an education from the list, identify it, then click "Remove Education".

Reordering education entries
To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

Adding professional qualification entries
To add a professional qualification, click "Add Professional Qualification". A new section including blank fields appears. Enter any relevant information.

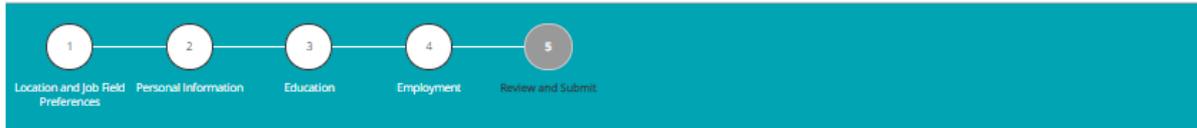
Removing professional qualification entries
To remove a professional qualification from the list, identify it, then click "Remove Professional Qualification".

Re-ordering professional qualification entries
To reorder professional qualifications entries, click "Move Up" or "Move Down" next to each entry until the relevant professional qualification reaches the desired position.

CREATING A CANDIDATE PROFILE

General Profile

Step 5 out of 5 | Print/Email



[Submit](#) [Save as Draft](#) [Quit](#)

Review and Submit

Please review the following information carefully before clicking the "Submit" button. You can modify any part of the application by clicking the corresponding "Edit" link.

[Location and Job Field Preferences | Edit](#)

Job Field Preferences

Administrative — Admin - Non Schools Based

Location Preferences

Down

[Personal Information | Edit](#)

Source Tracking

| | |
|-------------|--------------|
| Source Type | Social Media |
| Source | Facebook |

Personal Information

| | |
|---------------------------|----------------|
| Full Name | test test |
| Previous Surname | test |
| National Insurance Number | test |
| Street Address (line 1) | test |
| Address (line 2) | test |
| Address (line 3) | test |
| Town/City | test |
| County | test |
| Postcode | test |
| Email Address | test@gmail.com |

[Education | Edit](#)

Education

Professional Qualifications

[Employment | Edit](#)

Employment History

[Submit](#) [Save as Draft](#) [Quit](#)

*You can change your profile information at any time, the information entered at the closing date of the application will be the information used for shortlisting and pre-employment checks as this is 'locked' at the time of submission.

APPLYING FOR A POSITION

Navigate to the **Job Search** page by clicking the **Job Search** tab at the top of the screen.



From here you can search for a particular job by **Job number** or by **Keywords** using the search fields shown below:

Basic Job Search
Search Criteria [?]
Specify your job search criteria, then click "Search for Jobs". [Hide Search Criteria](#) | [Save this Search](#)

Job Number

Keywords

Job Field [Add Job Field](#)

Postcode Radius | **Location**

Country Postcode
Northern Ireland

Distance from Postcode
Select one...

Miles Kilometres

To view a list of job opportunities within a particular radius, please enter a postcode and specify the distance.

You can also search by Job Field using the drop down.

To search using **Postcode Radius**, enter your **Postcode** and select **Distance from Postcode** using the dropdown. Use the radio buttons to choose **Miles** or **Kilometres**. Then click **Search for Jobs**.

The appropriate results will appear below the search box.

To search by **Location**, click on the **Location** tab and use the drop down selector to choose the appropriate location.

Postcode Radius | **Location**

Location [Add Location](#)

Click Add Location to search multiple locations.

APPLYING FOR A POSITION

To browse all available job opportunities, scroll past the search options to find the list of vacancies.

Results per page: 10

Sort by: Job Title (Descending Order)

Senior Executive Officer - Recruitment and Resourcing - HM Training 19000189
Work Locations : Antrim-Ballymena-Ballymena Office
Job Field : Non Schools Based
Closing Date and Time : 24-May-2019, 11:59:00 PM
Apply | Add to My Job Basket | [SHARE](#) [f](#) [t](#) [e](#)

Cleaner (Cleaning Services) 19000202
Work Locations : Antrim-Newtonabbey-Abbots Cross Primary School
Job Field : Cleaning
Closing Date and Time : 28-May-2019, 11:59:00 PM
Apply | Add to My Job Basket | [SHARE](#) [f](#) [t](#) [e](#)

Cleaner (Cleaning Services) 19000201
Work Locations : Antrim-Newtonabbey-Abbots Cross Primary School
Job Field : Cleaning
Closing Date and Time : 28-May-2019, 11:59:00 PM
Apply | Add to My Job Basket | [SHARE](#) [f](#) [t](#) [e](#)

Catering Assistant - Person Spec test 19000184
Work Locations : Antrim-Antrim-Antrim Grammar School
Job Field : Catering
Closing Date and Time : 21-May-2019, 11:59:00 PM
Apply | Add to My Job Basket | [SHARE](#) [f](#) [t](#) [e](#)

Administrative Officer (Demo) 19000185
Work Locations : Down-Dundonald-Dundonald Office
Job Field : Human Resources
Closing Date and Time : 22-May-2019, 11:59:00 PM
Apply | Add to My Job Basket | [SHARE](#) [f](#) [t](#) [e](#)

Click the drop down to choose order

Sort by

- Job Title (Descending Order)
- Job Title (Ascending Order)
- Job Title (Descending Order)
- Location (Ascending Order)
- Location (Descending Order)

To share a job with someone you think may be interested, click on the **SHARE button to view various communication and social media options.**

[SHARE](#) [f](#) [t](#) [e](#)

- LinkedIn
- Twitter
- Facebook
- Google Bookmark
- Myspace
- More... (183)

Click on the job title hyperlink, you can then view the **Job Description** and **Job Specification** for the job. Click **Apply Online** or **Add to My Job Basket** to start your application.

[Apply Online](#) [Add to My Job Basket](#) [SHARE](#) [f](#) [t](#) [e](#)

Senior Executive Officer - Recruitment and Resourcing - HM Training (Job Reference: 19000189)

Primary Location : Antrim-Ballymena-Ballymena Office
Contract Type : Permanent
Duration of Contract/Contract End Date : NA
Status : Full-Time
Working Pattern : Monday - Friday
Grade/Scale : Senior Executive Officer | NJC pts 19 - 25 | £24,799 - £28,785 per annum
Additional Allowance(s) : Not Applicable
Anticipated Interview Date(s) : To be arranged
Additional Information : Not applicable

You will then be directed to the **Candidate Privacy Notice**. Review the content and click **Accept** or **Decline** at the bottom of the page.

Declaration:

By clicking "I Accept" I confirm that:

I understand and consent to the information I have supplied via the creation of a candidate profile or via the submission of a job application form, being used by the EA, or any appointed third party recruitment and selection suppliers, for the purposes of processing my application. The information is covered by the provisions of the Data Protection Act 1998 (as amended) and General Data Protection Regulation (GDPR).

I have read and understand the above Candidate Privacy Notice.

[I Accept](#) [I Decline](#)

APPLYING FOR A POSITION

If you decline, you will be returned to the main EA job search page and you will not be able to proceed with your application. If you accept the content of the Privacy Notice, you will proceed to the log in page shown below. Select **New User**.

Welcome. You are not signed in.

[Job Search](#)

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

or Sign in with:
 

The following screen will be displayed. Complete the mandatory fields (*) and click the **Register** button.

Mandatory fields are marked with an asterisk.

*User Name

*Password

*Re-enter Password

Email Address

or Sign in with:
 

Password Rules:

Passwords are case sensitive and must contain between 6 and 32 characters. Passwords must contain at least 1 letter and 1 numerical value and must not contain more than 5 identical consecutive characters (e.g. AAAAA...).

Passwords must not contain your user name.

APPLYING FOR A POSITION

There are 9 pages to complete; you can follow your progress along the breadcrumb trail at the top of the application. Click **Save as Draft** at any time to save your progress and return to the application later to complete.

The system times out after 60 minutes of inactivity. It is recommended that you save each page as you progress through your application.

Please note – You are unable to attach documents to your application such as C.Vs or personal statements.

You will now be directed to the **Introductory Questions**, the first stage of the application.

To complete your electronic application move through the pages completing all mandatory fields (*) and reviewing any information that has previously been input if you have already created a profile. Click **Save and Continue** to move through each stage of the application.

APPLYING FOR A POSITION

Introductory Questions

All applicants should ensure that they are free to remain in and take up employment in the United Kingdom. Successful candidates will be required to provide evidence to support this. Details of acceptable documentation are available from Human Resources or alternatively from the following web address: www.gov.uk/government/publications/right-to-work-checklist

Answer the mandatory question using the drop down to select the appropriate response, then click **Save and Continue**.

Applying for: Senior Clerical Officer (Schools Based) (Generic) (Job Number: 20000007) Step 1 out of 9

123456789

Introductory QuestionsPersonal InformationEducationEmploymentShortlisting CriteriaReferencesDiversityDeclarationReview and Submit

Save and ContinueSave as DraftQuit

Introductory Questions

Mandatory fields are marked with an asterisk. *

It is recommended that you 'Save and Continue' at the end of each section on the Application form. Your session will timeout after 60 minutes. If you have not submitted your application before this period expires, please save your application so that you can resume where you left off. If you are saving your job application as a draft to finish at a later stage, it is important to note that for the information on each section to be saved, you must fully complete or enter holding text (e.g. abc) against all of the mandatory fields, otherwise the information that you have already partially completed will not be saved. Please note that all correspondence relating to your application will be sent via email. You will receive an automated email confirming your job submission. In the event that you do not receive an email, please check that you have entered a valid email address.

In order to assess your eligibility for this position, please answer the following question:

1. Are you eligible to remain in and take up employment in the UK? *

Please note that should you be offered this position, the Education Authority will request evidence of your right to work in the UK as outlined here: <https://www.gov.uk/check-job-applicant-right-to-work>

2. Do you have any gaps in your employment history? *

3. The Authority, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities. *

In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out their normal day-to-day activities".

Do you have a disability that requires reasonable adjustments to be made throughout the Recruitment and Selection process?

NB: You will only be able to proceed with your application form if you select that you are eligible to remain in and take up employment in the UK. If you answer 'No' in error, please contact the system administrator who can assist you further: OnlineRecruitmentSystemAdmin@eani.org.uk

APPLYING FOR A POSITION

Personal Information

The next page to be displayed is the Personal Information page. You will need to complete all mandatory fields (*) and click **Save and Continue** to display the next page.

Applying for: Senior Clerical Officer (Schools Based) (Generic) (Job Number: 2000007)²⁷ Step 2 out of 9 | Print/Email



Save and Continue Save as Draft Quit

Personal Information

Mandatory fields are marked with an asterisk.

Source Tracking

Please indicate how you heard about this job.

Source Type*

NB: You must indicate where you heard about the organisation using the drop down provided.

Email Notifications

When you select the checkbox, you will receive email notifications when a new opportunity is posted matching your profile preferences.

Personal Information

Please enter all relevant personal information in the fields below:

| | |
|---|----------------------------|
| Forename* | Surname* |
| <input type="text"/> | <input type="text"/> |
| Previous Surname | National Insurance Number* |
| <input type="text"/> | <input type="text"/> |
| Street Address (line 1)* | Address (line 2) |
| <input type="text"/> | <input type="text"/> |
| Address (line 3) | |
| <input type="text"/> | |
| Town/City* | County |
| <input type="text"/> | <input type="text"/> |
| Postcode* | |
| <input type="text"/> | |
| Email Address* | |
| <input type="text"/> | |
| Preferred Primary Contact Number* | Mobile Number |
| <input type="text" value="Mobile Phone"/> | <input type="text"/> |
| Home Phone Number | Work Phone Number |
| <input type="text"/> | <input type="text"/> |

Please note that all correspondence relating to your application will be sent to this email address (e.g. application acknowledgement, shortlisting & interview correspondence, pre-employments, offer of employment etc.) You will receive an automated email confirming your job submission. In the event that you do not receive an email, please check your junk/spam folder and confirm that you have entered a valid email address in this field.

NB: You must provide **at least one** contact number.

Email Notification

Select the checkbox below if you wish to receive email notifications when a new opportunity is posted matching your profile preferences.

Send an email notification whenever a new position matching this profile is posted.

Select this check box to indicate that you would like to receive email notifications about jobs opportunities matching your preferences.

APPLYING FOR A POSITION

Education

The next page enables you to add your education and qualifications, if applicable. If you have no qualifications to add or do not wish to include any at this stage, you can bypass this page by selecting **Save and Continue**.

Education

Mandatory fields are marked with an asterisk. *

Education

Completion of this section is not mandatory but information collated may be used for sourcing future candidates, however if qualification(s) are listed as a requirement for the post you will be asked to complete the relevant question(s) in the shortlisting criteria section.

Please list relevant education qualifications obtained/to be obtained starting with your highest level:

Education 1

Course Title/Subject*

English Language and Liter

①

Level of Qualification*

Grade/Classification*

②

Completion Date ①

Expected Completion Date ②

[Remove Education](#)

Add Education

Professional Qualifications

Please list all relevant professional qualifications/membership of professional bodies and additional relevant training qualifications obtained. Please do not list expired qualifications.

Professional Qualification 1

Course Title*

Cambridge English: Advanc

Name of Awarding Body/Organisation*

Membership Number (if applicable)

[Remove Professional Qualification](#)

Add Professional Qualification

If you start typing in these fields, predictive text will display a list of possible options.

APPLYING FOR A POSITION

Employment

The next page enables you to add employment history records, if applicable. If you have no employment history to add or you do not wish to include any records at this time, you can bypass this page by selecting **Save and Continue**.

Employment

Mandatory fields are marked with an asterisk.*

Employment History

If applicable, please list your employment history below starting with your most recent employment.

Employment Record 1

Current Job

If the employment details refer to your existing job, click on **'Current Job'**.

Job Title*

Employer Name*

Select

Employment Status*

Not Specified

Brief Description of Key Roles and Responsibilities*

This is a free text field. Alternatively, if you start typing in this field, predictive text will display a list of possible options that you may choose from. N.B School names will not display within this list.

The character limit of this text box is 600 characters inclusive of spaces (e.g. paragraphs)

Start Date*

Not Specified

End Date

Not Specified

Reason for Leaving

Not Specified

[Remove Employment Record](#)

[Add Employment Record](#)

To add employment records click on **'Add Employment Record'** alternatively, you can also remove employment records by clicking **'Remove Employment Record'** if you so wish.

APPLYING FOR A POSITION

Shortlisting Criteria

When completing this section of your application, please include all pertinent details ensuring that you clearly demonstrate how you meet each of the essential and desirable criteria for the post, as applicable. You will be required to demonstrate, by giving personal and specific examples on your application form, how you meet the experience as detailed in the person specification. The definition of personal and specific examples is evidence of your personal involvement in this experience and relevant examples to show the breadth of your experience.

When providing examples, it is imperative that you demonstrate on your application form how and to what extent you meet the essential and desirable criteria.

- Do not use acronyms or complex technical detail. Write for the reader who may not know the specific detail of your job.
- Write down clearly your personal involvement in any experience you quote. Write “I” statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel are interested in.
- The examples you provide should be concise and relevant to the criteria. It is your *unique* role the panel are interested in, not that of your team or division.
- In preparing your application form you may wish to think about having a clear structure for each of your examples, such as:

Situation – briefly outline the situation

Task – what was your objective, what were you trying to

achieve Action – what did you actually do, what was your

unique contribution? Result – what happened, what was

the outcome, what did you learn.

Please note that the panel can only make a decision to invite you to the next stage of the selection process, i.e. assessment centre, selection testing, interviews etc., based on the information you provide in your application and how this matches the criteria in the person specification.

You must complete the relevant information relating to your experience in the relevant section/‘box’ provided. Never assume that because the shortlisting panel know you, or your work, or because you have worked for the EA for a long time that there is no need to provide detailed information in your application. It is your responsibility to demonstrate sufficient evidence, by way of personal and specific examples, that you meet the criteria in the person specification. If you supply insufficient detail, by way of personal and specific examples, you will not be shortlisted.

It should be noted that shortlisting will be based solely upon the information provided within this section. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about your application or to make any assumptions about the information which you have provided.

APPLYING FOR A POSITION

Read the important note for applicants at the top of the application page before completing the shortlisting criteria. Answer all questions in this section by clicking the appropriate answer or by typing your answer into a text box as applicable.

Applying for: Senior Clerical Officer (Schools Based) (Generic) (Job Number: 20000007) Step 5 out of 9 | Print/Email

123456789

Introductory Questions Personal Information Education Employment Shortlisting Criteria References Diversity Declaration Review and Submit

Save and ContinueSave as DraftQuit

Shortlisting Criteria

Mandatory fields are marked with an asterisk. *

IMPORTANT NOTE FOR APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. Where set, shortlisting will be carried out on the basis of the essential criteria, using the information provided by you within this section of your application form.
4. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
5. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria, in which case these will be applied in the order listed on the Person Specification. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.
6. Should you be shortlisted based on qualifications and furthermore, should you be appointed, verification of original qualifications will be sought.
7. Please note that where a text response is required, the character count is 4000 characters inclusive of spaces.

1. Multiple answer question

- Answer 1
- Answer 2
- Answer 3

2. Single answer question

- Answer 1
- Answer 2
- Answer 3
- Answer 4

3. Text answer

Text box answers are limited to 4000 characters inclusive of spaces. It is recommended that should you choose to draft your response to a text answer question to later copy into your application form that notepad is the tool used.

In the event that you experiences difficulties (e.g. completing a text box answer) outside of working hours (i.e. 9.00 am – 5.00 pm) on the closing date, it is advised that you email the Online Recruitment Team at OnlineRecruitmentSystemAdmin@eani.org.uk and include the answer that you experienced difficulties completing. This may be taken as proof that your submission would have been completed within the specified timeframe.

Please detail how and to what extent you meet the criterion:

"Have a minimum of 3 years' experience of working within a Human Resource Directorate/Department within the last 6 years". If you do not meet this criterion, please state not applicable.

Click **Save and Close** when ready to move on.

APPLYING FOR A POSITION

References

Please provide the details of two referees who may be contacted if you are recommended for appointment.

For posts involving regulated activity you must provide the details of at least one referee who has the ability to comment on your suitability to work with children/young people in an education setting and your professional ability from your previous or current employment.

Please note that if you do not include your present/most recent employer as a referee, and you are recommended for a post, the EA will seek a reference from your present/most recent employer. By completing the declaration at the end of the application you indicate your agreement to the reference(s) being sought in the event that an offer of employment is made.

Prior to submitting your application form you must have consent from your referee(s) to provide their details. You must advise your referees of EA's contact details in the event that a referee wishes to contact EA concerning their own personal data.

Read the relevant information on this page and continue to complete all mandatory fields on this page.

References

Mandatory fields are marked with an asterisk *

Please give the names, addresses, email addresses (if known) and telephone numbers of two persons willing to give references. One of whom should be able to comment on your suitability to work with children/young people in an educational setting and/or your professional ability. One of these references should be your current/most recent employer. Please note that if you have recently changed job, we may take up additional employment references. Prior consent of referees should be obtained (please refer to Candidate Privacy Notice for further information on how the Education Authority will use their personal information). The Education Authority will seek references for all posts involving 'regulated activity' when a conditional offer of employment is being made. In circumstances where a reference is unavailable or incomplete the panel reserves the right to contact any previous employer.

Reference 1 - Current / Recent Employer

Title*

Forename*

Surname*

Email Address*

Address Line 1*

Address Line 2*

Address Line 3

Postcode*

Telephone Number*

Capacity in which the referee is known to you*

Reference 2

Title*

When complete, click **Save and Continue**.

APPLYING FOR A POSITION

Diversity

The EA is an Equal Opportunities Employer.

The EA monitors applications for employment in order to measure the effectiveness of its Equal Opportunities Policies and to comply with its various legal obligations.

The EA monitors applications for employment in terms of community background (support staff – non-teaching only), sex, marital status, political opinion, racial group, disability, sexual orientation and family status. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

EA does not discriminate against job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

The Equal Opportunities Monitoring Questionnaire is not presented to the selection panel.

Read the Diversity statement at the top of the page and answer all mandatory questions using the drop downs to select the appropriate answer.

1. My age is within the following range (please select one): *

Not Specified ▼

Not Specified

Under 20

20 - 29

30 - 39

40 - 49

50 - 59

60 - 64

65 and over

Prefer not to say

4. Disability - conditions lasting 1 yr or more. Please select yes/no/prefer not to say for each: *

I have a Physical condition - restricting activities like walking, climbing stairs or lifting/carrying:

Not Specified ▼

5. I have a Sensory or Communication condition – blind/partial sight, deaf/partial hearing, difficulty speaking or making myself understood: *

Not Specified ▼

6. I have a Mental Health condition – an emotional or psychological condition such as anxiety, depression or schizophrenia: *

Not Specified ▼

7. I have a Learning, Intellectual or Social condition – such as Down's syndrome, dyslexia or a cognitive impairment such as autism: *

Not Specified ▼

8. I have a Chronic Illness – such as diabetes, cancer, long term pain, HIV, chronic heart disease or epilepsy: *

Not Specified ▼

9. My Sexual Orientation is (please select one): *

Not Specified ▼

10. My Nationality is (please select one): *

Not Specified ▼

APPLYING FOR A POSITION

Declaration

By entering your name in the box circled below, you are effectively signing your application and certifying that the information you have provided is correct and that any false or misleading information, if proved, may result in your application not being progressed, or, if appointed, dismissal from the service of the Education Authority.

Read the declaration statement and enter your name in the box provided when satisfied. Click **Save and Continue**. The system will time and date stamp when you completed the e-signature and log the IP address of where the signature was generated.

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I have read the summary of the Terms and Conditions of Appointment relating to the position. I declare that I have not canvassed in any way and that the information contained within this application is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.

I understand that this post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. In the event of my application being successful, I consent to the relevant check being made by Access NI, a single history disclosure body, which may include some or all details as listed dependent on the level of check i.e. any record of criminal convictions, pending prosecutions, cautions, informed warnings, details of diversionary youth conferences or bind-over orders against me.

I understand that by completing this declaration I am indicating my authorisation for the Education Authority to approach my current/most recent employer for a reference in the event of an offer of employment being made.

Do not complete the following section until you have read the above statement.

To signify your acceptance of the above statement, please proceed to enter the information requested in the field below.

By entering my eSignature below, I certify that I have read, fully understood and accept all terms of the foregoing statement.

Please enter your full name:³¹

Save and Continue

Save as Draft

APPLYING FOR A POSITION

Review and Submit

The deadline for completed applications is 11:59pm (GMT) on the closing date. You will be unable to submit an application after this time.

When you have completed the declaration page, you will be given the opportunity to review your application before submitting it; from here, you can edit any information within each section by clicking the **Edit** link next to the heading of each section.

Review and Submit

Please review the following information carefully before clicking the 'Submit' button. You can modify any part of the application by clicking the corresponding 'Edit' link.

| Introductory Question Edit | |
|---|-----|
| It is recommended that you 'Save and Continue' at the end of each section on the Application form. Your session will timeout after 30 minutes. If you have not submitted your application before this period expires, please save your application so that you can resume where you left off. Please note that all correspondence relating to your application will be sent via email. You will receive an automated email confirming your job submission. In the event that you do not receive an email, please check that you have entered a valid email address. | |
| Are you eligible to remain in and take up employment in the UK? | |
| Please note that should you be offered this position, the Education Authority will request evidence of your right to work in the UK as outlined here: https://www.gov.uk/check-job-applicant-right-to-work | Yes |

| Personal Information Edit | |
|-----------------------------|----------------|
| Source Tracking | |
| Source Type | EA Website |
| Source | Career Section |
| Personal Information | |
| Full Name | John Smyth |
| Previous Surname | |
| National Insurance Number | |
| Street Address (line 1) | 10 |
| Address (line 2) | |
| Address (line 3) | |
| Town/City | Belfast |

When you are satisfied with the contents of your application form, press the **Submit** button.

You may continue to edit your submission up to 11.59 pm on the date of the closing.

You can also click the **Save as Draft** button and return to review and submit later prior to the submission deadline.

| Declaration Edit | |
|--------------------|------------|
| eSignature | |
| Signed by: | John Smyth |
| Date: | 17-05-19 |

Submit

Save as Draft

APPLYING FOR A POSITION

Review and Submit

When submitted, you will receive an automated email to advise that your application has been received . In the event that you do not receive an email, please check your junk/spam folder and confirm that you have entered a valid email address in this field.

Please note that all correspondence relating to your application will be sent to the email address entered on your personal information page (e.g. application acknowledgement, shortlisting & interview correspondence, pre-employments, offer of employment etc.).

John Smyth, you are signed in. | [My Account Options](#)

[🔍 Job Search](#) [My Jobpage](#)

Thank You

Application Submitted

Thank you for submitting your online job application. For updates on the progress of your application, please click "My Applications" below.

For further job opportunities, please visit the jobs section of our website.

[View "My Applications"](#) | [View All Jobs](#)

TRACKING YOUR SUBMISSIONS

Click on View **“My Applications”** to review all submissions. Return here to view, edit or withdraw submissions before the closing date/time.

Completed applications

John Smyth, you are signed in. | [My Account Options](#) [My Job Basket](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

[My Applications](#) | [My Job Basket](#) | [My Saved Searches](#)

My Submissions (1 job submissions found)

This page displays details related to your draft and completed applications.

Applications per page:
10

Completed Applications

[Senior Executive Officer - Recruitment and Resourcing - HM Training](#) -
Antrim-Ballymena-Ballymena Office
Job Posting : 10-May-2019 – Job Reference: 19000189
Job Status: Active (Recruitment exercise in progress)
Application Status [Application Received](#) – Updated: 17-May-2019
[View/Edit Application](#) | [View Email Messages](#) | [Withdraw](#)

[View/Edit Application](#) | [View Email Messages](#) | [Withdraw](#)

Candidate Profile

Take a few minutes to create or modify your profile and to specify your preferred job criteria to receive alerts for future opportunities which may be of interest to you.
[Access my profile](#)

Icon legend

- More information
- Draft submission
- Completed submission

My Applications - Page 1 of 1 Previous | 1 | Next

Note: you can also print the job description, your completed submission and any email correspondence relating to your submission.

Completed Applications

[Classroom Assistant](#) -
Down-Dundonald-Dundonald Primary School
Job Posting : Not Available – Job Reference: 19000872
Job Status: Active (Recruitment exercise in progress)
Application Status [Unsuccessful following interview/assessment](#) – Updated: 09-Jan-2020
[View Submission](#) | [View Email Messages](#)

[View Submission](#) | [View Email Messages](#)

You can also view the status of any completed submissions, which will advise you of the progress of your application.

Completed Applications

[Classroom Assistant](#) -
Down-Dundonald-Dundonald Primary School
Job Posting : Not Available – Job Reference: 19000872
Job Status: [Active \(Recruitment exercise in progress\)](#)
Application Status [Pre-employment checks in progress](#) – Updated: 09-Jan-2020
[View Submission](#) | [View Email Messages](#) | [Withdraw](#)

[Active \(Recruitment exercise in progress\)](#)

TRACKING YOUR SUBMISSIONS

Draft submissions

From this page, you will also be able to return to any draft submissions and complete your application.



Draft Submissions

Senior Clerical Officer (Schools Based) (Generic) -
Down-Dundonald-Dundonald Primary School
Job Posting : 06-Jan-2020 – Job Reference: 20000007
Job Status: Active (Recruitment exercise in progress)
[Finish Draft Submission](#) | [Withdraw](#)

Withdrawing submissions

You may withdraw from the selection process at any stage. It is important to do this at the earliest opportunity. You can do this through the **My Applications** tab.

Locate the position that you are choosing to withdraw from and click the **Withdraw** link.



Completed Applications

Classroom Assistant -
Down-Dundonald-Dundonald Primary School
Job Posting : Not Available – Job Reference: 19000876
Job Status: Active (Recruitment exercise in progress)
Application Status [Invite to Interview/Assessment](#) – Updated: 09-Jan-2020
[View Submission](#) | [Withdraw](#)

It is important to note that once you have withdrawn an application, you will be unable to view your application.

ADDITIONAL INFORMATION

Child Protection

Posts involving work in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. If the post is deemed to involve regulated activity under this legislation, EA will be required to obtain an Enhanced Disclosure Certificate from Access NI which provides details of **unfiltered*** spent and unspent convictions as well as other relevant information held in police records or other law enforcement agencies. This can include information about attempted prosecutions that were unsuccessful or behaviour that might be indicative of criminal activity.

Definition: Regulated Activity:

- ☐ Is confined to unsupervised activities such as teaching, training, instructing, caring for, supervising children, or providing advice/guidance on well-being or driving a vehicle only for children;
- ☐ Includes work in a limited range of 'specified places' where there is opportunity for contact with children, e.g. Schools.

In addition, in order to be regarded as 'Regulated Activity' such unsupervised activity performed at such a specified place must be done regularly. Regularly is defined as being carried out by the same person frequently (once a week or more often) or on four or more days in a 30 day period (or in some cases, overnight)

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks or www.justice-ni.gov.uk/articles/about-accessni

Gaps in Employment

Where you have any gaps in employment history you must provide an explanation. Applicants for all positions including those involving 'regulated activity' will be asked to explain any gaps in their education/employment on the introductory page of the application form and also during the interview process.

Access NI

The **successful candidate** will be required to complete an On-line Access NI Disclosure Certificate Application Form prior to appointment and will be expected to meet the cost of an Enhanced Disclosure Certificate. 'Prior to the online completion of the Disclosure Certificate Application Form, the candidate must bring the PIN Notification and ID Validation Form and relevant documentation to the Principal/Line Manager for completion for verification of the candidate's identity.' Details regarding the payment for the process of the application will be provided on the PIN

Following completion of the checks by Access NI an Enhanced Disclosure Certificate will be issued, this certificate will detail (if applicable) the criminal background history of the candidate or state that no convictions were found.

The majority of EA posts are exempt from the Rehabilitation of Offenders Order 1978. Appointment to such posts will be subject to the satisfactory completion of criminal background checks by Access NI. It should be noted that having a criminal record does not necessarily debar an applicant from employment. Each individual case is considered on its merits taking all relevant factors into account.

The policy on Employment of Ex-Offenders and the policy on Management, Handling and Disposal of Disclosure information is available to view/download on the EA website www.eani.org.uk under the menu titled about us/Human Resources/AccessNI

* Since 14 April 2014, Access NI filters criminal records for standard and enhanced checks. Access NI follows filtering rules that apply to convictions, cautions, informed warnings or diversionary youth conferences in an individual's criminal history. Filtering does not remove cautions, warnings and diversionary youth conferences for specified offences.

Canvassing

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with a member or officer of EA or any party involved in the recruitment of the post for which the person has applied which could be deemed or perceived to be for the purpose of advancing that application.

Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

THE SELECTION PROCESS

You are strongly advised to carefully consider the job description and the criteria for the post to ensure that your application includes all pertinent details and demonstrates clearly how you meet each of the criteria for the post.

You should note that shortlisting will be based solely upon the information provided by you on your application form. Members of the shortlisting panel are not permitted to take into consideration any information they already know about you.

Shortlisting

The essential criteria that will definitely be applied at shortlisting will be identified in the person specification for the post. When a large number of applications are received the selection panel reserves the right to shortlist only those applications which best demonstrate how and to what extent they meet the essential criteria or to apply the desirable criteria, as necessary, in order to facilitate a manageable shortlist.

It is the responsibility of applicants to provide the best evidence possible on their application form to demonstrate how they meet each of the essential and desirable criteria.

Interview Arrangements

Shortlisted candidates will be notified of the date and time of interview. You will be required to bring original current and valid photographic evidence of identity to interview, i.e.:

- Passport,
- Driving licence,
- Electoral identity card or,
- A national identity card (if a foreign national)

A photocopy of identification is not acceptable. Failure to provide such evidence of identification may result in you being refused an interview.

If you are unable to attend the interview at the date and time specified, a request for an alternative interview date will only be considered in exceptional circumstances and will be at the absolute discretion of EA/Board of Governors. If you wish to withdraw from the selection process, it is essential that you withdraw your submission at the earliest opportunity. You can do this through the **My Applications** tab. Locate the position that you are choosing to withdraw from and click the **Withdraw** link.

Notification of the Successful Candidate

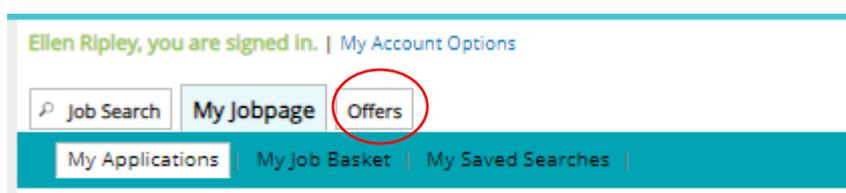
Candidates should note that selection panels, including Boards of Governors, **recommend** candidates for appointment only. Candidates are advised that a recommendation for appointment is **not** an offer of employment and must not be treated as such.

A candidate is deemed to have been offered the post **only** on receipt of a formal written offer of employment from EA Recruitment and Resourcing Team.

Offer Employment

All offers of employment will be sent via email. Candidates will receive an email notification to advise that an offer has been made. Candidate will be required to login to their candidate profile and the offer can then be viewed within the **Offers** tab.

It is advised to review the contents of the job offer (terms and conditions of employment) before accepting/declining the job offer.



Any recommendation for appointment will be subject to the following:-

- Completion of a Health Declaration Form. Upon receipt of such; EA may, at its discretion, require a candidate to attend a medical examination;
- Issue of a satisfactory Enhanced Disclosure Certificate for posts involving regulated activity;
- Documentary evidence of eligibility to work in the UK;
- Receipt of **original** Birth Certificate;
- Receipt of **original** documentary evidence of qualifications where qualifications formed the agreed shortlisting criteria;
- Receipt of two satisfactory references. For posts involving regulated activity at least one reference should be a previous or current employer able to comment on the candidate's suitability to work with children/young people in an education setting and their professional ability (please refer to Reference Section on page 7)
- Ratification by MTAC (Membership of Teaching Appointments Committee) (Teaching appointments only)

The information provided must be official original proof that you possess, at the closing date for receipt of application forms, all qualifications and/or membership of any relevant professional bodies which you relied on to support your application form.