



## **INFORMATION FOR APPLICANTS**

## **Equality of Opportunity**

Sport Northern Ireland (SNI) is committed to equality of opportunity in its employment practices and aims to ensure that no actual or potential job applicant or employee is discriminated against.

Each person shall have equal opportunity for employment in Sport Northern Ireland on the basis of relevance, qualifications and performance. This maximises the effective use of human resources in the best interests of both the organisation and the individual.

Sport Northern Ireland is an Equal Opportunities Employer.

## **GUIDANCE NOTES WHEN COMPLETING YOUR APPLICATION FORM**

Please read these notes carefully. Your application form plays an important part in our selection process.

Please ensure you tell us everything that you think is relevant to your application. SNI will not make assumptions from the title of your post as to the skills and experience gained. It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the criteria.

It is not sufficient to simply list your duties and responsibilities.

## **SELECTION PROCESS**

To ensure equality of opportunity for all applicants:

- The space available on the application form is the same for all applicants and must not be altered or re-formatted;
- We will not accept CVs or any other supplementary material in addition to the completed application form;
- We will not accept any applications which are received after the closing date and time;
- Emailed application forms will be accepted;
- Make sure your application form is well presented – illegible or incomplete forms will not be accepted;
- Use a black ballpoint pen or lowercase type, black always shows up best when photocopied.

If hand-delivering the application form please make sure you request a receipt as proof of delivery.

Please ensure you complete the monitoring form and the disclosure of criminal convictions form. This information will remain confidential and will be separated

from the application form by the Monitoring Officer and will not be seen at any point by the selection panel.

All unsuccessful applicants will be informed after an appointment to the post is made.

All applications should be returned to:

The Monitoring Officer  
Sport Northern Ireland  
House of Sport  
2a Upper Malone Road  
BELFAST  
BT9 5LA

Or emailed to: [Humanresources@sportni.net](mailto:Humanresources@sportni.net)

It is the responsibility of the candidate to ensure that completed application forms have been received by SNI.

## **Shortlisting**

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application. It is therefore essential that all applicants demonstrate through their application how, and to what extent, they satisfy each of the criteria specified in the application form. Specific dates of employment in each position held should be included. It is not appropriate to simply list the various posts that an applicant has held. The essential and desirable criteria listed in the application form will be assessed at shortlisting.

Only those candidates, who, from the information supplied on the application form, match the essential, and when necessary the desirable criteria for the post will be shortlisted.

Application forms which do not provide the necessary detailed information in relation to the qualifications, experience and skills required will not be shortlisted.

## **Assessment & Interview**

All selection processes will include an interview for those shortlisted candidates in order to establish the most suitable candidate for the position.

A practical assessment may be included in the recruitment process.

All applicants who meet and exceed the pass mark will be deemed suitable for employment and will be held on the reserve list for a period of up to 1 year.

If this is your first experience of a competence-based interview you will not be required to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information about your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think of 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.

The panel will ask you to provide specific examples from your past experience in relation to each of the competencies. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area.

All appointments are subject to receipt of satisfactory employment references, personal identification verifying an individual's right to work in the UK and copies of all examination certificates. Specified positions may also be subject to the completion of Access NI checks, credit checks and medical examinations.

## **ADDITIONAL INFORMATION**

### **Canvassing**

Canvassing in any form is not allowed.