**Further Guidance for Applicants**

You can apply online at [www.nicsrecruitment.org.uk(external link opens in a new window / tab)](http://www.nicsrecruitment.org.uk/)

* Please refer to the Candidate Information Booklet before completing an application.
* **All**parts of the application form **must**be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.
* Only the employment history, eligibility and shortlisting sections will be made available to the panel.
* When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
* Please note - the session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
* Please do not attempt to reformat application forms as this will result in disqualification.
* HRConnect will not examine applications until after the closing deadline;
* We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Do not use acronyms, complex technical detail etc.  Write for the reader who may not know your employer, your branch or your job.
* State clearly your personal involvement in any experience you quote.
* The examples you provide should be concise and relevant to the criteria.