

## Guidance Notes

### All Candidates please note:

In the initial consideration of candidates, the information supplied by them plays a significant part in determining who should attend for interview. It assists to have that information in an orderly form, and it ensures that the comparison is thorough and fair. **For this reason, only information submitted on the application form will be considered. CVs will not be accepted.**

Information given will be used only for the purposes of this application and will be treated in a confidential manner.

1. Printed copies of the online application form will not be accepted. If we are accepting applications in any other format than the online application form for a particular job, acceptable formats will be listed in the candidate information pack.
2. It is recommended that you "Save for Later" at the end of each section on the Application Form. You will be presented on screen with a Personal Identification Number (PIN) and your email address - please make a note of both these items as they are required when you wish to next resume your application.
3. Your session will timeout after 2 hours. If you have not "Saved for Later" during a 2-hour session, your information will be lost and is irretrievable.
4. You can copy and paste answers from a Word Document, but the formatting will be removed. There is no spell check function within this application form. We advise you to use the spell checker within Word before copying and pasting text into the application form.
5. Online Application Forms cannot be submitted after the advertised closing date and time.
6. In order to receive an email confirming receipt of your application, along with a copy of the Application Form and any relevant documentation, you must provide a valid email address. It is also important to ensure that your email account is enabled and that your Inbox is not full.

7. After reading the person specification and job description think carefully about your application and consider to what extent you have the skills and experience necessary for the post.
8. ALL SECTIONS of the form must be fully completed, including Monitoring Information - incomplete forms will be disregarded.
9. Please ensure all relevant qualifications, are noted in Section 3 of the form.
10. In the eligibility criteria, it is essential that applicants clearly demonstrate through the use of examples how you meet each criterion. It is not acceptable to simply restate the criteria. The shortlisting panel will not make assumptions and if you do not demonstrate through examples how you meet the criteria you will not be shortlisted to the next stage of selection.
11. Initial shortlisting will be carried out using the essential criteria; however, Ulster Rugby reserves the right to apply the desirable criteria, or to apply additional criteria, to facilitate the shortlisting process where necessary.
12. Shortlisted applicants may be required to undergo a variety of selection methods, including (but not limited to) interview, aptitude testing or presentation delivery.
13. Please note that written communication regarding your application will be via email.
14. All applicants will be contacted to advise the outcome of their application; however, regretfully Ulster Rugby cannot provide feedback regarding your application.

**PLEASE NOTE: Fields marked \* MUST be filled in before your application will be accepted**