



## GUIDANCE NOTES FOR APPLICATIONS

### **Are you ready to join the best and brightest of Northern Ireland's Housing sector?**

We're excited to welcome you as a potential new member of our team. Our instructions below should provide you with all you need to complete your application and if you have any further queries, please contact us by email on [recruitment@clanmil.org.uk](mailto:recruitment@clanmil.org.uk) on our Recruitment Line 02890876011. A member of our HR team will be happy to help!

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### **Are we the right company for you?**

We are here to provide homes for people to live well. This is our purpose and is the reason we exist. It's the reason why our colleagues come to work every day; a collective goal to work towards. We encourage you to have a look at our website to read about our values and what we do: [www.clanmil.org](http://www.clanmil.org)

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### **What's the right job for you?**

A job description has been issued for this post. Please read through this carefully, as it has been designed to reflect the main duties of the role. It will help you to decide if this role is the right fit for you.

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### **What we're looking for...**

Our person specification will provide you with the essential and desirable criteria for this post. You'll need to clearly demonstrate how you meet the criteria on your application. We may heighten the criteria, based on demand, so it is important that you give us as much appropriate detail as possible.

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### **The application form**

Applicants should apply and submit their applications using the online Web Recruitment facility which can be accessed from Clanmil's main webpage. We are committed to making

reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. If you need support or want to discuss your application, please get in touch via [recruitment@clanmil.org.uk](mailto:recruitment@clanmil.org.uk)

Remember, we will use our person specification when considering your application – when completing your application, try to match your skills and experience to the criteria set out, as best you can.

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### **Application deadline**

All jobs close at 12 midnight (GMT) on the date of the deadline for applications to be submitted. It is the responsibility of the applicant to ensure that that this occurs and Clanmil will not accept any applications after this deadline. Regrettably, this also applies to applications that have not been submitted due to technical difficulties.

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### **Our promise to you**

If you are shortlisted to attend an interview, we'll provide you with the details at least five working days beforehand, and we'll get back to everyone within a week after interviews.

Under Data Protection Regulations your application form and details will be held securely, and only accessed by those staff who are processing your application for employment, including HR staff and the line managers responsible for recruiting the post for which you have applied. Information will be held under the Data Protection Principles.

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### **Criminal Record Declaration**

For all our roles, at the offer stage, you will be required to complete a Criminal Declaration on the onboarding portal. Please note that we are committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients, customers and employees.

A copy of the Association's Recruitment of Ex-offenders policy is available on request from the HR team on **028 9087 6011** or by email to [hr@clanmil.org.uk](mailto:hr@clanmil.org.uk)

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### Access NI Clearance

Some of our roles will also require an Access NI check to be carried out. These posts fall under the term “regulated activity” and requires an “Enhanced” check through Access NI. These roles are primarily within our Care Homes and our Sheltered/Independent Living Schemes. Our HR team will discuss this with you when you are being offered a job and provide guidance notes on completing the Disclosure Application online.

It is important to declare all relevant criminal convictions as failing to declare may result in the job offer being revoked. If you are unsure about what to declare, please contact NIACRO or the HR team.

You will be required to produce a number of forms of identification and I have provided details which are attached to the application form. When you have completed the form you need to contact HR Team to arrange to meet to check the relevant ID.

If an enhanced disclosure check comes through with no information the Association will proceed with the offer, pending other satisfactory checks i.e. medical and reference checks. If an enhanced check alerts that any applicant has been barred from working with adults, then the offer of employment will be withdrawn as per Access NI’s Code of Practice. Where an enhanced disclosure provides details of previous criminal convictions, HR may request to discuss with you however any information provided will be taken into account only when the conviction is considered relevant to the post and does not necessarily mean the offer of employment will not proceed.

A copy of the Access NI Code of Practice is available on request to the HR team on **028 9087 6011** or by email to [hr@clanmil.org.uk](mailto:hr@clanmil.org.uk) or by clicking on this link: <https://www.nidirect.gov.uk/publications/accessni-code-practice>

All information provided to the Association in relation to previous criminal convictions and any disclosure certificates provided by Access NI will be held under the Data Protection Act. You can request a copy of our Policy on Secure Handling, Use and Storage and Retention of Information is available on request to the HR team on **028 9087 6011** or by email to [hr@clanmil.org.uk](mailto:hr@clanmil.org.uk)

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## **Equal Opportunities**

We strongly welcome applications from all sections within our community. If you have a disability, we will be happy to accommodate your application. Please contact the HR team who will be able to facilitate the completion of your application, discuss any special requests, and any physical requirements relating to your disability you may have.

A translation service/alternative format can also be made available on request. Please contact the HR team in the first instance, and we will make every effort to facilitate your application.