

St Columb's College
Buncrana Road
Derry
BT48 8NH
Tel (028) 7128 5000
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Catholic Voluntary Grammar School
Enrolment 1438 Boys Age Group 11-18

e-mail: info@stcolumbs.com
URL: www.stcolumbs.com

The Board of Governors of St Columb's College invites applications to the following post:

Finance Manager One Year Temporary (21st August 2017 - 19th August 2018)

18 hours per week (specific hours to be agreed by the Principal)

Salary NJC Pay Scale 46-49

£41,025 - £43,821 per annum (pro-rata for 18 hours/week)

The Board of Governors of St Columb's College are seeking a (temporary) suitably qualified and/or experienced Finance Manager to take responsibility for the operational financial management of the school's annual £7m budget. Reporting to the College Principal, the Finance Manager will advise the Board of Governors, Finance Committee and Principal and take a lead role in the day-day financial management, administration and reporting of the school's budget. As a co-opted member of the Senior Management Team, s/he will be fully committed to the ethos and aims of the College, making a particular contribution to the area of financial planning, reporting and administration.

The successful candidate must be ACA or ACCA accredited. S/he will have a minimum of 2-3 years' recent experience in managing financial control systems and staff (including payroll) with a proven ability in developing, implementing, managing and reporting on financial systems and procedures.

Preference may be given to candidates who have a minimum of 2-3 years' previous financial management/financial control experience within a school/college setting. Good communication skills and attention to detail are essential. Training will be provided to the successful applicant in relation to the College's financial management system/software.

Probationary period: 6 months (Temporary contract of 12 months)

Notice period: 2 months

Full details are contained within the Application Pack which can be obtained online at www.stcolumbscollege.com or www.nijobfinder.co.uk. **Please note: CVs will not be read or considered.**

To all applicants:

The Selection Panel reserves the right to enhance criteria to facilitate a manageable shortlist.

Shortlisted applications will be held on file for similar vacancies which may arise within the next 12 months.

Canvassing either directly or indirectly will disqualify applicants.

In line with our Child Protection Procedures, successful candidates are required to apply for and pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

Applications must be returned to the HR & Finance Manager by 12.00noon on Friday 11th August 2017.

The College is an Equal Opportunities Employer





**ST COLUMB'S COLLEGE
DERRY**

PLEASE COMPLETE THE APPLICATION FORM IN BLACK INK TO FACILITATE PHOTOCOPYING.

NOTE: Please refer to the "GUIDANCE NOTES FOR COMPLETING APPLICATION FORM" and the "GENERAL GUIDANCE FOR APPLICANTS" when completing your application form.

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT AS:	FINANCE MANAGER ONE YEAR TEMPORARY	
SURNAME	(Mr/Mrs/Ms/Miss)	
	FORENAMES	
ADDRESS	E-MAIL ADDRESS	
POSTCODE	DAYTIME TELEPHONE NO. MOBILE NO.	
	NATIONAL INSURANCE NO.	
If you have a disability which requires special assistance at interview, please give details of how we could assist you. (See Note 3)	Car Driver	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Car Owner	YES <input type="checkbox"/> NO <input type="checkbox"/>
ARE YOU SUBJECT TO IMMIGRATION CONTROL? (See Note 18) YES <input type="checkbox"/> NO <input type="checkbox"/>	ARE YOU FREE TO REMAIN IN AND TAKE UP EMPLOYMENT IN THE UK? (See Note 5) YES <input type="checkbox"/> NO <input type="checkbox"/>	
<p>This is a Regulated position requiring an Access NI Disclosure check (www.accessni.gov.uk): Our Disclosure Code of Practice and Safeguarding Policies can be accessed at www.stcolumbs.com . Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any conditional offer of employment.</p> <p>IS THERE ANY REASON WHY YOU WOULD NOT BE SUITABLE TO WORK WITH CHILDREN/YOUNG PEOPLE IN AN EDUCATIONAL SETTING? (See Note 12)</p>		

EDUCATION (Please indicate if qualifications are pending) (See Notes 6 and 7)

TYPE OF SCHOOL/COLLEGE ATTENDED (e.g. Secondary/Grammar/Technical College/University)	DATES		QUALIFICATIONS OBTAINED/EXPECTED

Please give details of any relevant courses you may have undertaken since leaving school/college/university and any work experience including voluntary work, knowledge, skills, personal qualities etc., which you consider relevant to this post. (See Note 1)

Please give details of your employment history working backwards from your present/last post. Periods of self-employment should be included. (See Note 11)

NAME AND ADDRESS OF EMPLOYER	DATES		JOB TITLE/DUTIES AND RATE OF PAY	REASON FOR LEAVING
PRESENT/LAST POST				
PREVIOUS POSTS				

WHAT NOTICE IS REQUIRED TO TERMINATE YOUR PRESENT EMPLOYMENT?

WILL YOU BE RETAINING ANY OTHER EMPLOYMENT?
 YES NO

MAY WE APPROACH YOUR PRESENT/PAST EMPLOYER FOR A REFERENCE IF REQUIRED? YES NO
 If you have answered "NO" to this question please give a reason:

PLEASE ACCOUNT FOR ANY GAPS IN YOUR EMPLOYMENT HISTORY (See Note 11)

Please give the names, addresses and positions of two persons from whom we may obtain a reference. One Referee should be a present or previous employer and one Character Referee - choose any person you deem suitable. These individuals should not be related to you but may be connected with your school or employment. (See Note 14)

A Present or Previous Employer:

(Mr/Mrs/Miss/Ms).....

NAME:

ADDRESS:

.....POSTCODE.....

POSITION:

Email Address:

Telephone No:

Character Referee:

(Mr/Mrs/Miss/Ms).....

NAME:

ADDRESS:

.....POSTCODE.....

POSITION:

Email Address:

Telephone No:

CANVASSING WILL DISQUALIFY (See Note 15)

I have read and understood the Guidance Notes to Completing the Application and General Guidance for Applicants.
I confirm that the foregoing particulars are complete and accurate to the best of my knowledge:

Signed

Date

NOTE: PLEASE COMPLETE THE APPLICATION FORM IN BLACK INK OR WORD PROCESS AND SIGN THE FORM.

FAXED OR E-MAILED COPIES ARE **NOT** ACCEPTABLE.

THE COMPLETED FORM AND EQUAL OPPORTUNITY MONITORING FORM MUST BE RETURNED BY:

12.00 noon on Friday 11th August 2017.

TO: THE HR & FINANCE MANAGER, ST COLUMB'S COLLEGE, 23 BUNCRANA ROAD, DERRY, BT48 8NH.

PLEASE PLACE THE COMPLETED EQUAL OPPORTUNITY MONITORING FORM IN A SEPARATE ENVELOPE MARKED FOR THE ATTENTION OF THE RECRUITMENT MONITORING OFFICER and RETURN IT WITH YOUR APPLICATION FORM.

(Please see General Guidance for Applicants/Guidance Notes for Completing Application Form)



Finance Manager (One Year Temporary) - Commencing 21st August 2017

(21st August 2017 - 19th August 2018)

18 hours per week (specific hours to be agreed by the Principal)

Salary NJC Pay Scale 46-49

£41,025 - £43,821 per annum (pro-rata for 18 hours/week)

Main Duties and Responsibilities:

Serve as a co-opted member of the school's Senior Management Team demonstrating commitment to the ethos and aims of the College.

Plan, prepare, monitor, control and evaluate the Annual School Budget in consultation with the Principal and Board of Governors including the setting, apportionment and final agreement of the school's Annual Budget in accordance with the School Development and Financial priorities.

Using authorised FMS/agreed software, accurately and efficiently manage income and expenditure to/from the School Budget and regularly advise Governors, Finance Committee, Principal and Management Team on spending and present financial information.

Ensure appropriate financial control for the effective management of financial systems and financial administration and ensure compliance with Internal Audit requirements, statutory guidelines, financial regulations, school financial policies/procedures, EA/Department of Education financial memoranda etc.

Advise the Principal and Governors on financial policy/procedure and provide Governors, Finance Committee and Management Team with a range of financial and budgetary information as required.

Prepare and submit complex returns as required by EA/Department of Education, Inland Revenue, NILGOSC, Pay Remit Team and/or other appropriate authorities including the submission of claims for Capital projects/Capital grants.

Annually obtain adequate, competitive insurance cover.

Ensure effective banking arrangements are in place with respect to income, expenditure, lodgments and investments.

Authorise purchase orders, checking and authorising payments of invoices and statements.

Lead and manage financial/payroll (administrative) staff in their various delegated roles and responsibilities to ensure:

- *An efficient system for payment of salaries and wages, including P.A.Y.E., Superannuation and National Insurance;*
- *Accurate recording of data relating to the ordering, scheduling, receipting and payment of goods and services, and that financial deadlines are met;*
- *Input/output of data and production of associated reports;*
- *Monthly reconciliation of school accounting and banking records/systems as required by Governors, EA/Department of Education, Accountants and/or other appropriate authority including the detection and correction of errors;*
- *The administration of income into the school's budget;*
- *That a properly audited statement of accounts is prepared and submitted, on time, to the Board of Governors, EA/Department of Education and other appropriate bodies per annum;*
- *The effective, efficient and safe collecting, reconciling and banking of school monies including associated petty cash account(s);*
- *Proper administration of banking, bank reconciliations and any associated College accounts;*

- *Proper financial administration of School Meals, 6th Form/Link Area funds/transfers, Extended Schools and any other funded school-related activity including arranging the Annual Audited Accounts returns for same.*

Advise the Principal on procurement, management and audit of financial resources.

Maintain a comprehensive asset register for the security, maintenance and replacement of equipment.

Advise and assist the Principal with marketing the College, income generation, sponsorship and funding and in developing constructive relationships with other funding-finance related bodies/agencies.

Liaise, on behalf of the Principal and as appropriate, with EA/Department of Education, statutory authorities and other agencies.

Probationary period: 6 months (Temporary contract of 12 months)
Notice period: 2 months

June 2017

Official Use Only	
Year	August 2017
Applicant No.	
Post Ref.	F M

St. Columb's College is committed to providing equality of opportunity for all job applicants regardless of their religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants.

In order to ensure that its equal opportunities policy is being implemented effectively, the College monitors all employees and job applicants. In order to assist this process, all applicants are therefore requested to complete the following questionnaire. **Do not separate this form from your job application.** Please put it in a separate envelope and mark Confidential for the attention of the Recruitment Monitoring Officer. (Explanatory notes relating to the monitoring process are given overleaf.)

Please answer the following questions by ticking the appropriate box and/or providing details as required.

1. **Gender:** Male Female
2. **Family Status:** No caring responsibilities Care for children
 Care for other relative Other
 (Please specify)
3. **Marital Status:** Married Single Divorced/Separated
 Widowed Partner Other
 (Please specify)
4. **Ethnic Origin/Race:**
 Bangladeshi Black African Black Caribbean
 Chinese Indian Irish Traveller
 Pakistani White Mixed Ethnic Group
 Other (please specify)

Nationality (please specify)

5. **Disability :**
 Under the Disability Discrimination (NI) Act 1995 (as amended) a disabled person is defined as a person with: **“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.”**
 Having read this definition, do you consider yourself to have a disability?
 Yes No

6. **Perceived Religious Affiliation/Community Background**
 For most of us in Northern Ireland we are perceived to be from either the Protestant or Roman Catholic community. Please indicate the community to which you belong by ticking the box below
 Protestant Roman Catholic Neither

7. **Which category best describes your age?**
 Under 18 18-34 35-54 55+

8. **How did you become aware of this advertisement? (Please indicate below)**

EXPLANATORY NOTES

St. Columb's College is committed to providing equality of opportunity for all job applicants. These notes explain the purpose of the questionnaire, the information to be provided and the way that information will be used.

- 1 The questionnaire monitors your gender, family status/caring responsibilities, marital status, ethnic origin, disability, perceived religious affiliation/community background and age.
- 2 To ensure the confidentiality of this information, the questionnaire has been given an identifying number. Only the Monitoring Officer will be able to identify this number. Your name should not be written on this questionnaire.
- 3 The information collected on this questionnaire provides us with very useful information on the profile of individuals applying to us. The information will be used to measure the effectiveness of our Equal Opportunities Policy and will assist us to develop and review policy, practice and any required positive/affirmative action plans.
- 4 The monitoring information will form no part of the selection process and is confidential.
- 5 The information on this questionnaire will be held in a confidential and secure system which can be accessed only by our Monitoring Officer.
The monitoring system will be concerned only with statistical analyses and will not identify individuals.
- 6 **Do not separate the monitoring form from your job application.** Please put it in a separate envelope and mark Confidential for the attention of the Recruitment Monitoring Officer.

If you have any queries regarding the questionnaire, please contact the Recruitment Monitoring Officer on Tel. 02871 285000 Ext. 203

Thank you for your co-operation in completing this questionnaire.

ST COLUMB'S COLLEGE

GENERAL GUIDANCE FOR APPLICANTS

NB: NEW REQUIREMENTS IN RELATION TO CHILD PROTECTION HAVE BEEN INTRODUCED TO RECRUITMENT PROCESS.

The following notes should be read in full before an application form is completed and submitted.

APPLICATION FORMS

Completed application forms and Equal Opportunities Monitoring Questionnaire should be POSTED OR DELIVERED IN PERSON TO THE HR & FINANCE MANAGER, ST COLUMB'S COLLEGE, BUNCRANA ROAD, DERRY, BT48 8NH to be received by the specified time and date. The Board of Governors will not accept responsibility for application forms delivered by any other method. **APPLICATION FORMS RECEIVED AFTER THE CLOSING TIME AND DATE WILL NOT BE CONSIDERED.** The Equal Opportunities Questionnaire should not be separated from the application form. Please put it in a separate envelope and mark it for the attention of the Recruitment Monitoring Officer. CVs will not be read or considered.

Regardless of the number of times you have completed a questionnaire, either as a previous applicant or College employee, an Equal Opportunities Monitoring Questionnaire must be completed, in full, and returned with each application form.

Applicants should note, when returning application forms, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. The College will not be responsible for paying excess postage.

COMPLETION OF APPLICATION FORM

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included. Applicants are strongly advised to consider carefully the job description and the criteria for the post and ensure that their application includes all pertinent details and demonstrates clearly how they meet the criteria for the post. Further notes are attached to assist you with completing the application form.

It should be noted that shortlisting will be based solely upon the information provided by the applicant on the form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about any applicant. CVs will not be read or considered.

The advertised qualifications and experience requirements are the minimum levels required for the post. On receipt of significant numbers of applications, enhanced/desirable shortlisting criteria may have to be applied in order to reach a manageable number of candidates.

CHILD PROTECTION

Posts which require people to work in educational institutions or in a post where there is access to children/young people are deemed to be regulated positions and are therefore subject to provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

As such, if the post for which you are applying is a regulated position, you are required to provide information on your suitability to work with children and young people. The above Order requires the Department of Education and Department of Health, Social Services & Public Safety to maintain lists of people who are unsuitable for this type of work. It is an offence for anyone whose name appears on these lists, or who is the subject of a disqualification order from the courts, to apply for, offer to do, accept or do any work paid or unpaid in a regulated position.

The recruitment and selection process has been reviewed to introduce additional safeguards against the employment of people who are unsuitable to work with children and young people.

Candidates for regulated positions will be required to provide photographic evidence of their identity at interview. This can be a driving licence, passport, electoral card or a national identity card if the person is a foreign national. You may be refused an interview if you do not comply with this requirement.

Applicants for posts in regulated positions i.e. posts involving work in educational institutions or involving access to children/young people, may be required to explain gaps in their employment history during the interview process.

For all posts, the College will carry out pre-employment vetting checks on successful applicants through ACCESSNI. Successful candidates are required to pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

REHABILITATION OF OFFENDERS

This is a Regulated position requiring an Access NI Disclosure check (www.accessni.gov.uk) and appointment to all relevant posts will be subject to satisfactory completion of a criminal record check. Our Disclosure Code of Practice and Disclosure-related Policies can be accessed at www.stcolumbs.com.

In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), successful applicants will be required to undertake an Access NI Disclosure check and confirmation of any job offer is dependent on obtaining an acceptable Disclosure check. Failure to reveal information that is directly relevant to this position could lead to withdrawal of any conditional offer of employment or - in the event of employment - result in dismissal or disciplinary action by the Board of Governors. Having a criminal record may not necessarily debar you from working with St. Columb's College. This will depend on the nature of the position together with the circumstances and background of your offence(s) or other information contained on a Disclosure certificate or provided directly to us by the Police.

REFERENCES

Applicants are required to provide details of two persons to whom reference may be made regarding their suitability for appointment. For regulated positions, i.e. posts involving work in educational institutions or access to children or young people, at least one of the referees should be a present or previous employer who can comment on their suitability to work with children/young people. The referees cannot be members of the selection panel for this post or members of the Board of Governors of St Columb's College. Prior consent of referees must be obtained. It should be noted that appointment to regulated positions will be conditional on receipt of satisfactory references.

DATA PROTECTION

Applicants must ensure that the details provided on the application form are correct. The data provided will be processed in accordance with the Data Protection Act 1998. The information will be used to:

- Process your application;
- Form the basis of the computerised and manual record of the recruitment and monitoring process;
- Form the basis of a computerised and manual employment record if appointed.

All forms and associated documentation will be treated in the strictest confidence. However, in the case of an applicant taking a legal case against the Board, it may be necessary to disclose information to the parties involved. The documents may also be disclosed to the Equality Commission during the course of investigations resulting from claims of discrimination.

NOTIFICATION OF SUCCESSFUL CANDIDATES

It should be noted that interviewing panels, including Boards of Governors, **recommend** candidates for appointment. 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 the Principal or HR & Finance Manager and on satisfactory completion of Disclosure vetting. **Recommended candidates should take no action to terminate their current employment until they are in receipt of a formal written offer of employment from the Principal or HR & Finance Manager.**

Any recommendation for employment will be subject to the following:

- Completion of a Health Declaration Form. Upon receipt of such the College may, at its discretion, require a candidate to attend a medical examination. (If applicable).
- Satisfactory completion of the pre-employment Disclosure vetting process for regulated positions.
- Documentary evidence of eligibility to work in the UK. (If applicable).
- Receipt of Birth Certificate.
- Receipt of original documentary evidence of qualifications.

A confirmed offer of employment will only be issued following all procedural and pre-employment checks.

ST COLUMB'S COLLEGE
GUIDANCE NOTES FOR COMPLETING APPLICATION FORM

PERSONAL DETAILS

1. CVs And Additional Information

Candidates must not submit CVs or testimonials.

All relevant information must be contained within the standard application form.

If receipt of an application form is not acknowledged within seven working days of submission, applicants should contact the HR & Finance Manager to ensure that it has not gone astray.

2. Qualified Teacher Status/GTC

Candidates for Principal, Vice-Principal and Teaching posts should ensure they have indicated if they have been granted qualified status by the Department of Education and are registered with the General Teaching Council (GTC).

3. Disability

As an Equal Opportunities Employer, the Board of Governors welcomes applications from people with disabilities. The College will endeavour to make reasonable adjustments to policies and the physical environment in order to accommodate the employment of a person with a disability.

Under the Disability Discrimination (NI) Act 1995 (as amended) a disabled person is defined as a person with: *“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.”*

If you have a disability, which means that you require special arrangements for interview, please give details in the relevant section of the application form or contact the school on 02871285000.

4. Attendance for Interview

If a candidate fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process. Interviews will not be rescheduled to facilitate candidates who are unable to attend on the agreed interviewing date by the selection panel.

Candidates who are short listed will be required to bring to interview documentary proof of qualifications, photographic ID, birth certificate and or marriage certificate.

5. Eligibility To Work in The UK

All applicants should ensure that they are free to remain in and take up employment in the UK. If you are successful in your application for this post you will be required to provide supporting documentation. (If required).

EDUCATION AND TRAINING

6. Type of School/College/University Attended

Indicate the type of school/college/university attended e.g. Secondary School, Grammar School etc.

7. Recording Qualifications

When recording qualifications please ensure that you give full and accurate details of the title and level of the qualification, the examining body and grade obtained. Please state clearly the month and year in which qualifications were obtained. If you are currently studying for, or have a qualification pending, please distinguish this clearly from completed qualifications, by deleting the word 'obtained' and give details of when you hope to attain this qualification.

A formal offer of employment is conditional on receipt of original documentary proof of qualifications.

EMPLOYMENT

8. Present/Last Employer/School

If your present or last employment was in a school, please specify the name and address of the school rather than the Board under which you are/were employed.

9. Post(s) Held

If you have held more than one post with your current/last employer, please give details of each post, including dates.

10. Salary Details

Please ensure that you give full salary details for all posts held.

For Principal, Vice-Principal and Teaching posts, please state your salary value and salary point and indicate if you are currently or have previously been in receipt of any Additional Allowances (Responsibility Points, Management Allowances, Special Needs Allowances or Recruitment and Retention Allowances).

11. Present/Previous Employment Details

Please give full details of your paid employment experience to date including the name and address of the employer, the dates of employment, job title, duties of the post and rate of pay. Voluntary experience should not be included in this section. Applicants must ensure that dates are correct and that the information is provided in date order starting with the most recent first.

Applicants must provide an explanation for gaps in employment history. Applicants for posts in regulated positions i.e. posts involving work in educational institutions or involving access to children/young people, may be required to explain gaps in their employment history during the interview process.

Candidates who have been employed in casual/irregular patterns of work (e.g. substitute teaching) should ensure they provide comprehensive details of employment dates and patterns of work.

12. Child Protection

Posts which require people to work in educational institutions or in posts where there is access to children/young people are deemed to be regulated positions and are therefore subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. In line with our Child Protection Procedures for all posts, the College will carry out a pre-employment Disclosure vetting check pre-employment vetting checks on successful applicants through ACCESS NI. Successful candidates are required to pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

13. Relevant Experience, Knowledge And Skills

To enable the Selection Panel to assess your eligibility for consideration, you must ensure that you provide sufficient detailed information to demonstrate your suitability for this post. Please refer to the criteria stated in the job details when outlining the relevance of your experience, knowledge and skills.

14. References

You are required to provide details of two persons to whom reference may be made regarding your suitability for appointment. For regulated positions, ie posts involving work in educational institutions or access to children or young people, at least one of your referees should be a present or previous employer who can comment on your suitability to work with children/young people. Your referees cannot be related to you or a member of the selection panel for this post or members of the Board of Governors of the school to which the application is being made. Prior consent of referees must be obtained. It should be noted that appointment to regulated positions will be conditional on receipt of satisfactory references.

15. Canvassing

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with a Member of the Board of Governors/Appointments Panel involved in the recruitment of the post for which you are applying which could be deemed or perceived to be for the purpose of advancing your application. This includes consent to any manner or form of canvassing being carried out on behalf of an applicant. Any applicant who is found to have approached a panel member for a post with a view to seeking favourable treatment will be disqualified. The Principal/HR & Finance Manager may be contacted about the post.

GENERAL NOTES

- 16. All posts are exempt from the provisions of the Rehabilitation of Offenders Order 1978. Accordingly, the College will carry out a criminal record check with ACCESSNI on prospective appointees for all posts and candidates must reveal all convictions/cautions and bindovers. Appointment to such posts will be subject to a satisfactory criminal record check.**
- 17. The prescribed conditions regarding experience and qualifications will be investigated strictly but there is no guarantee that the eligibility of every applicant will be investigated before interviews are held. You should therefore, satisfy yourself of your eligibility before returning your application form. If you are successful, detailed enquires will be made into your eligibility for the post.**
- 18. Candidates who are subject to immigration control should ensure that they hold a permit to work in the UK.**
- 19. Regardless of the number of times you have completed a questionnaire, either as a previous employee or previous applicant an equal opportunities questionnaire must be completed, in full, and returned in a separate envelope with each application.**