



Guidance Notes for Applicants

Before completing the Application Form please read the following notes for guidance;

APPLICATION FORM

- Application Forms should be completed in no smaller than size 10 font.
- Please ensure the application form is fully completed and signed. Applications may be rejected if they are not completed in full.
- Do not use Block Capitals in your application form.
- We do not accept CV's or Covering Letters.
- Canvassing will disqualify.
- It is your responsibility to indicate clearly on the application form how you meet the criteria for the role. The company cannot take responsibility if you fail to give enough detail on this section.
- You should note that the advertised criteria represent the minimum level of qualification and/or experience required for the post which may be enhanced by the shortlisting panel.
- Please note the monitoring form is regarded as part of your application and should be completed and returned with your application form. Rutledge Recruitment & Training is an Equal Opportunities Employer.
- If you have a disability as defined by the Disability Discrimination Act 1995 and this precludes you from completing this application form and / or submitting it by the closing date, please contact Rutledge Recruitment & Training's Human Resources Department on Tel: 028 7035 2434 for alternative arrangements and / or reasonable adjustments.
- Applications must be returned prior to the closing date. Applications received after the closing date will not be accepted.
- It is preferred that application forms are word processed and returned via e-mail to careers@rutledgegroup.co.uk or via the 'drop box' on our website www.rutledgegroup.co.uk/join-us
- If you take up an appointment with Rutledge you may be required to work at any of our 15 sites. A degree of flexibility is required with all our roles.
- An Access NI Disclosure certificate must be obtained if successful; for all roles within the company with regulated activity. Access to the online application form will be provided at offer stage and a fee of £33 is payable to the company.
- A criminal record will not necessarily be a bar to obtaining a post within Rutledge.
- If you have any queries in relation to the vacancy or the recruitment and selection process ; you should contact the HR Department on (028) 70352434

SHORT-LISTING

- Short-listing will normally take place within 1-3 working days of the closing date.
- Only applicants who are successful at the short-listing process will be contacted. The contact will be made via the e-mail address provided; and will normally be made within 1-7 working days after the closing date.
- **Applicants who are not short-listed will not be contacted.**

INTERVIEW / ASSESSMENTS

- You will receive notification of your interview **via e-mail**- Please ensure that you detail the correct e-mail address in your application form.
- Interviews / Assessments will normally be held 5 – 7 days after notification from the HR Department.
- Interviews may be held at any of our 15 sites depending on business needs; and diary commitments of the interview panel.
- The interview panel will consist of a minimum of two members of our Management Team.

BANK

- Applicants who are not successful from interview; may be suitable to be placed on our BANK. The Bank is used primarily for temporary cover; however applicants from our BANK will also be considered for Permanent / Fixed term contracts.