



16th June 2020

Dear Applicant

Re: Training Coordinator/Volunteer Support

Thank you for your interest in applying for the above position with Colin Neighbourhood Partnership.

Please find enclosed information and an application form (to be completed and signed) and returned to:

Bernie Duffy
Colin Neighbourhood Partnership
Cloona House
31 Colin Road
Belfast
BT17 OLG

Or by email to **bernadette@newcolin.com**

not later than **Friday, 3rd July 2020 at 2.00 pm.**

N.B. Applications received after that time cannot be considered.

Please also complete the monitoring form and return along with your completed application.

IMPORTANT INFORMATION:

We strongly advise that you check carefully that all sections of the application are completed and are clearly visible. The format of the application form may in some cases result in text at the bottom of a page 'disappearing', when submitted in hard copy, rather than carrying over to the next page. Where necessary, finish your answer to a specific criterion on a separate sheet and insert it into the completed application after you have printed it off. Please do check that your application is complete before submitting as incomplete applications will not be considered.

To be shortlisted, applicants must clearly demonstrate – giving examples – how they meet all of the Essential Criteria. Merely stating that you meet a criterion without illustrating how you do so will be assessed as not meeting the criterion. Where a minimum period of time (e.g. one year) during which experience must have been gained is required, applications must provide clear evidence of the dates of that experience to demonstrate they meet the criterion.

Yours sincerely

A handwritten signature in black ink, appearing to read "B. Duff". The signature is written in a cursive style with a large initial "B" and a stylized "Duff".

HR Manager