

# The Station Centre



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Facebook - The Station Centre

## Information for applicants

### Centre Based Youth Worker I

Thank you for your interest in the post of Centre Based Youth Worker I. Please ensure you have downloaded copies of the following documents:

- 1) Job Description & Person Specification
- 2) Application Form

Shortlisting of applicants will be based only on the information provided in their Application Form. It is essential that all applicants demonstrate how and to what extent they satisfy the essential criteria outlined in the Person Specification (by providing specific examples of their experience, skills etc).

You are encouraged to read the Person Specification before you address the Application Form as this outlines the skills, knowledge and experience and personal qualities required for this post. Only those candidates who meet the **essential** criteria will be invited for interview. Desirable criteria will only be used as an additional filtering mechanism in the event that a large number of applicants meet the essential criteria.

Applicants **who intend posting** their completed application form should be aware that only **signed hard copies of posted Application Forms will be accepted** (see Q13 on the Application Form).

If you are submitting your application via email (to: [omaghbgyc@gmail.com](mailto:omaghbgyc@gmail.com)) you may use the email declaration box at question 13 to confirm that the information and statements provided in your application form is to the best of your knowledge true and correct. **Please use email subject heading: Private and Confidential Centre Based Youth Worker I**

You are **strongly advised to set your email to receive a 'read receipt'** to confirm that we have received your application, if this option is available to you.

**Posted** applications should be addressed as follows:

**(Private & Confidential) The Secretary, Omagh Boys & Girls Club at the following address: The Station Centre, 17 James Street, Omagh BT781QX.**

If you are posting your completed application, and accompanying forms **it is up to you to ensure that the envelope carries sufficient postage to enable successful delivery.**

Closing Date for receipt of applications:

**ALL applications posted and emailed must be received by:**

**Monday 30<sup>th</sup> November 2020 by 12 Noon**

Omagh Boys & Girls Club will not accept incomplete application forms or application forms received after the deadline.