**Recruitment Candidate Information**

**Background on Dormans Bar**

Established in 1905, Dormans Bar is established as one of the finest traditional pubs in Ireland. Situated in the heart of Mid-Ulster the venue will re-open following a transformation in August 2016.

With a blend of all the traditional elements you expect in a bar along with a welcome array of delicious cocktails and food in modern and stylish surroundings. Enjoy the very best in hospitality in food, drink & entertainment.

**Making Your Application**

Please read the following guidelines carefully. Dormans Bar provides this information to help ensure you complete your application fully and that each candidate is provided with the same opportunity.

An application form is designed to ensure that candidates provide the necessary information to determine how they meet with the post’s requirements and the eligibility/shortlisting criteria. Please note, to ensure equality of opportunity for all applicants:

* We will not accept CV’s, letters or any other supplementary material in place of, or in addition to, completed application forms.
* Candidates can complete the application form in either Typescript font size 11 (Arial) or more, or legible, block capitals using black ink.
* Applicants must complete **all** aspects of the form, otherwise their form will be rejected on the basis that it is an incomplete form. If you do not have experience in an area, then you should state this e.g. “no experience in this area”- do not leave the section blank.
* In order to **demonstrate** experience, you should provide concise examples as evidence that you can meet the criteria and/ or have this competence; be sure you can expand on these at interview.
* If you elect to submit your application via email then the accompanying email will be deemed to be your electronic signature on the application form and the declaration section at the end.

Mary’s Bar and Restaurant will not accept incomplete application forms, nor application forms received after the **closing date of 12 noon 3rd August** or reformatted forms. CVs will not be accepted. Candidates are required to meet the closing deadline for receipt in this office. Please note that the time of receipt for electronic submissions will be defined by our server and not the date and time sent. Please note that the time and date of receipt for hardcopy submissions will be defined by date and stamp of our office.

## Equal Opportunities Monitoring Form

Under Fair Employment legislation in Northern Ireland, Mary’s Bar and Restaurant is required to monitor the community background of candidates. All candidates are, therefore, required to complete the Equal Opportunities Monitoring Questionnaire Form.

Candidates returning their application by email should also email their completed Equal Opportunities Monitoring Form. This will be printed on receipt and **retained separately** from your application form. The Equal Opportunities Questionnaire Form **is not** part of the candidate information provided to the selection panel.

### The Appointments Process

Shortlisting will be based on an assessment of how well the candidate demonstrates in their application form that they meet the criteria and/or competencies as asked on the application form. A shortlisting mechanism will be applied to the evidence provided by candidates in their applications against the criteria. Hence it is very important that candidates clearly demonstrate the extent to which they satisfy each criterion specified.

 **Necessary Checks**

A candidate will not be appointed unless they satisfy all aspects of the selection process, which will include relevant pre-employment checks, eligibility to work in the United Kingdom and satisfactory references.

**Timeline**

Shortlisting will be conducted following the closing date for applications.

Those candidates successfully shortlisted to attend for interview, will be notified of the relevant interview details following completion of shortlisting.

Dormans Bar reserves the right to hold interviews at any stage of the process and second interviews if considered necessary.