

GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in a post at the Queen's Nursing Institute. The following should be helpful to you in completing and submitting your application form.

- Please visit our website at www.qni.org.uk, to learn more about the QNI, its work, staff, Trustees and activities, prior to completing the application form. You will need to be aware of our current activities and ambitions in order to show how your skills can help us to achieve them.
- Please complete all sections of the application form (formatting is a guide only and will allow text boxes to expand to accommodate inserted text). You should use the 'Personal Statement' section to demonstrate specifically how your knowledge and skills will contribute to the QNI's activities, and to show how you meet the person specification for the role. Note that a CV alone will not be accepted in place of the application form.
- We are happy to arrange to speak to interested candidates by telephone, prior to the closing date.
- You should return your completed application form to the person named in the advertisement, by 17:00 on the day specified. Late applications will not be considered.
- Short-listed candidates only will then receive notification of date(s) and arrangements for interview. Unsuccessful interviewees will usually be notified within 3 working days from the date of the interview.

We look forward to receiving your application.

Dr Crystal Oldman CBE
Chief Executive

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