

Dear Applicant

Re: Research Associate (Ref C09/099)

Enclosed please find documentation relevant to the above post, including:

- **application form (part one and part two), and**
- **an equal opportunities form**

Above documents should be completed and may be returned via email to Julie Henry at: recruitment@ulster.ac.uk (ensuring 'Julie Henry' is entered in the subject heading), or faxed to: 0044 (0)28 70324931 **together with a full Curriculum Vitae not later than 4.00 pm on Friday 2 October 2009 (anything received after this date and time will not be accepted).**

Interview Date: 28 October 2009

Please do not mark your email 'Private and Confidential' etc as this causes problems with access. Be assured that your information will be treated as private and confidential.

Original signed documents should be returned to the address below (if you have already emailed your full application, there is no need for you to send on a hard copy).

**Mrs Julie Henry
Human Resources Assistant
University of Ulster
Recruitment Office
Room J904
Cromore Road
Coleraine
BT52 1SA**

Royal Mail has recently changed its pricing arrangements. Please ensure that if returning your application by post that the correct postage is paid.

Applicants should note that the information provided will be used to shortlist individuals against the Personnel Specification provided.

Failure to provide the information requested, addressing how you meet the Personnel Specification, will result in applicants not being shortlisted.

See <http://www.ulster.ac.uk/jobs/> for all posts available at University of Ulster

Please find attached (if needed) information re pdf files:
<http://www.adobe.com/products/acrobat/readstep2.html>

