

**HR Department**

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2-10 Fisherwick Place, personnel@presbyterianireland.org  
Belfast BT1 6DW www.presbyterianireland.org

Registered Charity in Northern Ireland (NIC104483)  
Registered Charity in the Republic of Ireland (20015695)

Dear Applicant

**Re: Position of Substance Use Practitioner**

Please find attached, as requested, an application form and supporting information in respect of the above position.

We would ask that you fill in the application form after carefully reading the job description and personnel specification. Please also complete and return the monitoring form, attaching as a separate document if sending by email.

We treat personal data collected during the recruitment process in accordance with our Data Privacy Notice which is available on our website  
[www.presbyterianireland.org](http://www.presbyterianireland.org)

For posts that are subject to an Access NI check, a copy of our policy on the Secure Handling, Storage and Retention of Disclosure Information can be obtained from the Personnel Department on request.

Please note that all applicants must be eligible to work in the UK. On the rare occasion where a post is eligible for sponsorship by us as the employer to work in the UK, this will be stated in the personnel specification, otherwise applications cannot be progressed further unless the applicant has the right to work in the UK.

Your completed application form should be returned by email to [personnel@presbyterianireland.org](mailto:personnel@presbyterianireland.org) or to the above address by **4pm on Tuesday 7 May 2024**.

Thank you for your interest in the post.

Yours sincerely

*Janet Moffett*

Janet Moffett  
**Recruitment Executive**

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