



Guidance for Applicants

FOREWORD

Thank you for considering Norbrook Laboratories Ltd as your employer of choice.

A career at Norbrook offers you an exceptional opportunity to achieve your potential with a world class global provider of veterinary pharmaceuticals enhancing the health of farm & companion animals.

We trust that the guidance within these notes assists you with the information you need to apply for one of our challenging and exciting opportunities. We recommended that you **read the following Guidance Notes before proceeding** with the completion of an Application Form. It is also advisable that you read any job-related documents available on the vacancy for which you are applying.

Should you require additional information, please contact our HR/Recruitment Team:

Telephone: +44 (0)28 30264435

Email: human.resources@norbrook.co.uk



Who we are

Norbrook was established in 1969 in Newry, Northern Ireland by the late Lord Ballyedmond. We are one of the largest, family owned, veterinary pharmaceutical companies in the world.

Our portfolio of trusted animal health products is distributed in more than 100 countries through our Regional Sales Team and a network of longstanding distribution partners. We have a history of product innovation; we invest significantly in Research and Development; and we have a strong pipeline of products, a key growth driver for the company.

Norbrook has a clear Vision - **to be a world class global provider of veterinary pharmaceuticals enhancing the health of farm and companion animals.**

Our Mission

A family-owned business delivering quality veterinary pharmaceuticals with:

- **An emphasis on innovation**
- **A commitment to excellence**
- **A focus on delivering value to customers**
- **An emphasis on safety & maintaining a safe working environment**
- **An active involvement in our community**
- **A dedication to enhancing the health of farm & companion animals**

Our core Values define our culture



As we celebrate 50 years in business we continue to strive to recruit, train and retain the best talent to deliver our strategy and commitments to our Customer.



Recruitment & Selection Criteria

Essential Criteria:

Applicants possessing all of the essential criteria as outlined within the job description will be deemed eligible to apply for the vacancy.

We ask that candidates provide sufficient details and clearly demonstrate how and to what extent they meet these requirements by way of evident examples.

Desirable Criteria:

Should it be necessary to further shortlist applicants to progress the selection process, desirable shortlisting will be used.

Candidates should therefore provide sufficient details and clearly demonstrate how and to what extent they meet these requirements by way of evident examples.

Evidence:

If the vacancy requires an applicant to have a particular level of qualification or equivalent, the applicant will be required to provide evidence on successful appointment.

The selection panel will **not** make assumptions on whether or not an applicant meets the essential or desirable criteria.

The onus is on the candidate to ensure that sufficient detail and clear examples/evidence is provided to the shortlisting panel.

Closing Date:

In the interests of fairness, we will not accept applications after the advertised closing date and time.



Recruitment & Selection Process

Application:

To apply, please complete an online application form at <https://www.norbrook.com/careers/current-vacancies>

We shortlist solely on the information provided by the applicant on the application form. Our application form requests information from the candidate to determine how they meet the required criteria.

Printed copies of the online application form will not be accepted. If we are accepting applications in any other format than the online application form for a particular job, acceptable formats will be listed in the job advertisement.

It is recommended that applicants **"Save for Later"** at the end of each section on the Application Form. Applicants will be presented on screen with a Personal Identification Number (PIN) and their email address - please make a note of both these items as they are required when an applicant wishes to continue their application.

The application form session will timeout after 2 hours. If the applicant has not **"Saved for Later"** during a 2-hour session, their information will be lost and is irretrievable.

There is no spell check function within the application form. We advise applicants to use the spell checker in a word document before copying and pasting text into the application form.

In order to receive an email confirming receipt of an application and a copy of the Application Form and any relevant documentation, applicants must provide a valid email address.

It should be noted that it is the applicants responsibility to ensure they submit a completed application form by the closing date and time.

Once a completed application form is submitted online, the applicant should receive a message on screen to say, **"the application form has been submitted successfully."** At this stage, the applicant will then have access to all job-related documents. An email will then be automatically generated confirming receipt of the completed form. If a candidate does not receive a message on screen or a confirmation email by return, the application form has not been successfully submitted and the applicant should resubmit.



Recruitment & Selection Process

Shortlisting:

After the closing date, a shortlisting panel will review all completed application forms and complete a shortlist against the essential and where applicable desirable criteria.

Applicants who are not shortlisted will be informed that their application will not progress to the next stage of the recruitment process.

Merit based:

All applications received are reviewed strictly on merit basis. The shortlisting panel will assess applicants against the required criteria.

Applicants who are shortlisted will be invited to progress with the recruitment process.

Interview:

If you are successfully shortlisted, a member of the HR/Recruitment Team will contact the applicant to invite them to the next stage of the recruitment process i.e. a pre-interview practical/test, face to face interview with the hiring manager.

Offer of Employment:

Following completion of the recruitment and selection process, if there is a successful applicant, the hiring panel will propose an offer of employment. Any offer of employment will be confirmed in writing and subject to:

- ⇒ Receipt of satisfactory references;
- ⇒ Evidence of required qualification (if necessary);
- ⇒ Validation of eligibility to work in the UK;
- ⇒ Pre employment medical (if required).

On receipt of an offer of employment, the candidate will be given an opportunity to review before confirming their acceptance.



Disability Requirements:

Applicants are asked at application stage, if there are any reasonable adjustments, due to disability, required during the recruitment and selection process. Details of any disability are only used for this purpose.

If an applicant is being considered for employment, we may ask the candidate to detail any adjustment necessary in order to take up employment with our Company.

If a candidate wishes to discuss a disability requirement further, please contact a member of our HR/ Recruitment Team.

Equality

We are an equal opportunity employer and are fully committed to a policy of treating all applicants equally and to ensuring a neutral and harmonious working environment whilst fulfilling our legal obligations under the Equality legislation and associated codes of practice.

It is our policy that all applicants shall have equal opportunity for employment and advancement in the Company on the basis of their ability, qualifications and aptitude for the work without discrimination. We foster a culture which encourages every employee to develop their full potential and which rewards achievement.

It is our Policy to provide employment equality to ALL irrespective of:-

- Gender, including gender reassignment;
- Marital or Civil Partnership status;
- Having or not having dependents;
- Religious belief or political opinion;
- Race (including colour, nationality, ethnic or national origins, political opinion);
- Disability;
- Sexual Orientation; and
- Age

Monitoring such information demonstrates our commitment to measure the effectiveness of our equal opportunities policy. .

Any information provided will be used ONLY for monitoring purposes under the requirements of the above legislation.



Our Values

Customer Value

One Team

Results Driven

Excellence

Innovation

Quality

Contact:

Should an applicant have any questions or require assistance during the application process, they are welcome to contact our HR/Recruitment Team.

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We take this opportunity to thank you for your interest in our Company and wish you success with your application.

We look forward to welcoming you to the Norbrook Team.

