
Job description

Date: 20 September 2017

Department: Planning and Place, Chief Executive's

Post number: 1367

Section: Building Control

Job Title: **Building Control Surveyor (Energy Performance of Buildings)**

Grade: PO1

Main purpose of job

Responsible, through a Senior Building Control Surveyor to the Building Control Manager of Building Control (in the service to which the post holder is for the time being attached), for the effective and efficient performance of post duties under the Energy Performance of Buildings (certificates and inspections) Regulations (Northern Ireland) 2008 (as amended).

To ensure that all duties and tasks assigned to the post holder are performed in accordance with specified time and quality targets in a fashion that enhances the service's commitment to customer focus.

To coordinate enforcement activities in conjunction with the nominated officers for all 11 councils.

To assist in the promotion and raising of awareness of the value and legal requirements of the Energy Performance of Buildings Regulations requirements.

To assist in the evaluation of the Energy Performance of Buildings legislation with the nominated persons from councils and the Department of Finance.

Summary of responsibilities and personal duties

1. To carry out specified investigative, enforcement, educational and advisory duties associated with the responsibilities of the administration and enforcement of the Energy Performance of Buildings Regulations (certificates and inspections) Regulations (Northern Ireland) 2008 (amended 2009 and 2013) and in accordance with any unit work programmes which exist and as required by the Senior Building Control Surveyor from the energy performance of buildings team (The EPB Team).
2. To actively participate in and progress through a structured development programme to build the professional experience and competence across the industry.
3. To proactively liaise with other organisations (public, voluntary, community and private) to enhance the achievement of objectives in administering and enforcing the Energy Performance of Buildings Regulations.
4. To carry out project work as directed by the Senior Building Control Surveyor (EPB Team).
5. To manage time and performance in line with service standards, being responsible for organising personal daily work demands to ensure that all relevant agreed targets are achieved to ensure that a quality, customer focused service is delivered.
6. To provide such reports, records and statistical information as required.
7. To keep informed of all new developments within the area of energy and sustainability issues through a process of continuing professional development.
8. To proactively make suggestions for the improvement of work practices and services provided.
9. To participate as required in the training of students and other persons assigned to the service for training purposes or work experience.
10. To occasionally work outside normal hours as directed by the Senior Building Control Surveyor (EPB Team).
11. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the city council and any other council whilst working on their behalf.
12. To undertake such other relevant duties which may, from time-to-time, be required.

Employee specification

Date: 20 September 2017

Department: Planning and Place, Chief Executive's

Post number: 1367

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Job Title: **Building Control Surveyor (Energy Performance of Buildings)**

Grade: PO1

Essential criteria

Applicants must, as at the closing date for receipt of applications, and throughout the selection process, be current BCC employees or current employees within one of the other 10 councils in Northern Ireland.

Qualifications and experience

Applicants **must** also, as at the closing date for receipt of application forms:

- possess a full, current driving licence which enables them to drive in Northern Ireland and have a car available for official business, or, have access to a form of transport which enables them to meet the requirements of the post in full¹;
- have a third level qualification in a building related subject **or** be a Corporate Member of a professional body relevant to the building profession, for example, Association of Building Engineers; Chartered Institute of Building; Chartered Institute of Architectural Technologists; Institution of Civil Engineers; Institution of Structural Engineers; Royal Institute of British Architects; Royal Institute of Chartered Surveyors or equivalent; and
- be able to demonstrate on the application form, by providing personal and specific examples, knowledge of the Energy Performance of Buildings Regulations and allied legislation.

¹ Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to work on this Northern Ireland project on behalf of all 11 councils, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Special skills and attributes

Applicants should be able to demonstrate evidence of the following special skills and attributes which may be tested at interview:

Analytical skills: an incisive and practical approach to problem solving including when to make a decision individually and when to seek assistance.

Communication skills: effective communication skills, both oral and written, with the ability to deliver a suitable message about the service and the ability to write reports, memos and letters at service level in clear simple language.

Customer care skills: an understanding of customer care and consultation principles and the need to respond to customer demands through recognising the importance of responding appropriately to the needs of both internal and external customers.

Decision making skills: the ability to make decisions effectively on issues that affect others and the ability to incorporate the views of others into the decision making process.

Information technology skills: IT awareness and competency to a high level of computer literacy with the ability to use Microsoft Office applications.

Partnership working skills: the ability to work with a diverse group of other managers and professionals, both internally and externally, to meet common objectives.

Political sensitivity skills: an ability to deal with a diverse range of customers including elected members, construction and legal professionals and members of the public and an awareness of the importance of responding to the needs of both internal and external customers.

Team working and team building skills: the ability to work with others in a team environment and to contribute effectively to meeting team objectives and the ability to teach and coach others on operational procedures.

Technical knowledge: knowledge of energy performance, design, construction and relevant legislation.

Work planning skills: the ability to prioritise work, understand work plans and follow through programmes to ensure that work is completed satisfactorily to achieve personal targets.

Shortlisting criteria

In addition to the above qualifications and experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in administering and enforcing the Building Regulations.

Belfast City Council

Terms and conditions of employment

Building Control Surveyor (Energy Performance of Buildings) (PO1)

'Temporary project' post until 31 March 2018, subject to review

Building Control Service

Planning and Place, Chief Executive's Department

Appointment

The appointment will be made by the selection panel, but subject to ratification by the director of the relevant department.

There may be a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview.

If a similar post does become vacant within this time, it will be offered to candidates on the reserve list in the following way:

1. Candidates will be initially contacted by telephone and **must** respond within three working days to accept or decline the post.
2. Candidates who cannot be contacted by telephone will be contacted by letter and **must** respond by telephone or by return of acceptance form within five working days of the date of the letter.

If candidates do not respond within the above time frames, the post will be offered, in order of merit, to the next person on the reserve list. The names of those candidates who have not responded within the above timeframes will be retained on the reserve list, in order of merit, to be considered for future vacant posts.

However, if candidates have been contacted on three separate occasions, and they have not responded within the above timeframes on these three occasions, the council will assume that they are no longer interested in the post and their names will be removed from the reserve list.

Should your contact telephone numbers or your address change since you submitted your application form, it is your responsibility to notify the HR Employee Resourcing Unit on 028 9027 0640 or by emailing jobs@belfastcity.gov.uk with your new contact details.

This is a 'temporary project' post until 31 March 2018, subject to review. An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary project' post with the right to return to his or her substantive post at the conclusion of the 'temporary project' post. An existing permanent employee of another council, subject to that council's approval, will be appointed to this post on an external secondment to Belfast City Council. Prior to the commencement of the external secondment, a legal agreement between both councils will be drafted and signed by the employee and both councils to confirm this external secondment. An existing temporary or fixed term contract employee of Belfast City Council will, if successful, be appointed on the basis of a further temporary or fixed term contract into a 'temporary project' post but with no automatic right to revert back to his or her original temporary or fixed term contract post. Similarly, an existing agency assignee of Belfast City Council will, if successful, be appointed on the basis of a 'temporary project' post but with no automatic right to revert back to his or her original agency assignment. Temporary and fixed term contract

employees and agency assignees of Belfast City Council should give consideration to this prior to applying or accepting this post. An existing non-permanent employee or agency assignee of another council, if successful, is advised to clarify his or her particular situation with regard to the right to return to the original non-permanent post or agency assignment, prior to accepting an offer of appointment from Belfast City Council.

For internally trawled posts, candidates must remain current employees throughout the selection process in order to be recommended for appointment. Candidates who are no longer current employees as at the short-listing, testing or interview stage will not be eligible to progress through the process; even if they were an employee at the closing date for receipt of applications. Similarly, if placed on the reserve list, candidates must still be current employees as at the point in time that a vacancy arises. Candidates who are no longer Belfast City Council employees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

An applicant who at the time of application is an accredited assessor for the purposes of the Energy Performance of Buildings regulations must make this clear in their application. As the council believes that operation/engagement as an accredited assessor would conflict with employment as a Building Control Surveyor (EPB) or react detrimentally to the council's interests in such a way as to weaken public confidence in the operation of the EPB scheme. Applicants should be aware that, if successful in their application, their role as an accredited assessor will be subject to the imposition by the council, in accordance with the Code of Conduct for Belfast City Council Officers, of lawful and reasonable conditions aimed at ensuring avoidance of any potential conflict of interest situations in the performance of their role as a Building Control Surveyor (EPB).

Job details

Job description: please refer to the job description for details of the duties of the post.

Employee specification: please refer to the attached employee specification for details of any qualifications, licences, memberships of professional bodies, experience, etc. which are required for the post. Should a candidate be recommended for appointment to this post, he or she will be required to produce official original proof of any qualifications, licences, memberships, etc. he or she relied upon to support their application. Please also be advised that a candidate must provide evidence to demonstrate that he or she was in possession of such qualifications, licences, memberships, etc. at the closing date for applications.

The employee specification for this post requires candidates to have a full, current driving licence which enables them to drive in Northern Ireland, or, access to a form of transport which enables them to meet the requirements of the post in full. Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to work on this Northern Ireland project on behalf of all 11 councils, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services currently Salary Scale PO1, SCP 33 to 36, £29,323 - £31,601 per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Location

The person appointed will be based at, and work from, their home address, unless they express a preference to work from the Belfast Office, based at 9 Adelaide, 9 – 21 Adelaide Street, Belfast. If however, the person appointed does not want to work from their home address, or 9 – 21 Adelaide Street, Belfast, they will be based in a geographical area.

Following a Risk assessment, health and safety check of the proposed home working environment, office facilities will be provided, which may include desk, chair, computer. If a broadband connection is not accessible you will be required to install this. The Belfast Office will pay for the line rental and broadband usage.

Pre-employment checks

Prior to taking up duty the person recommended for appointment must:

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted. Individuals who do not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Produce official evidence of his or her qualifications, driving licence (both parts) and/or membership of a professional qualification as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (d) Provide details of the bank or building society account to which his or her salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, he or she will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Unit.
- (g) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (h) Complete a disclosure of family relationships form.
- (i) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

If the person appointed acquires a conviction throughout the course of his/her employment with Belfast City Council, he/she must bring this to the attention of his/her line manager/departmental HR representative. Failure to comply with this request can result in a breach of the terms and conditions of employment and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.

Please note that if a candidate is recommended for appointment he or she must complete the pre-employment checks, outlined above, within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made.

Council policies

The person appointed will be required to comply with all current and future council policies, procedures, guidelines, agreed working practices and any relevant collective agreements. A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new employees at the council's Induction Course.

Conditions

The general conditions of service as prescribed from time to time by the National Joint Council for Local Government Services and by the council for its officers shall apply to the appointment.

Please note if you are an applicant with previous local authority service in England, Scotland, Wales etc, you are advised to clarify your particular situation with regard to the continuity of this service, prior to accepting an offer of appointment from Belfast City Council.

Hours of duty

The hours of duty are 37 per week, working five days per week, Monday to Friday. Flexible working hours are in operation between 7.30am and 6.30pm, with set core times that the person appointed must be in work. However, the person appointed may be required to start and finish work at specific times that suit the operational needs of the service and she/he may also be required to work outside of these hours.

Annual leave

The person appointed will be entitled to 23 days annual leave plus 12 bank or other holidays.

Leave entitlement will be increased by five working days in the case of officers who have not less than five years' continuous service and by a further three days in the case of officers who have not less than 10 years' continuous service.

The leave year commences on 1 April and new entrants to the service will be entitled to leave proportionate to completed months of service.

This entitlement applies to five day working patterns. An equivalent leave entitlement will be calculated on a pro-rata basis for alternative work patterns.

Sick leave

This scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault. Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme. Employees are entitled to receive sick pay for the following periods:

During first year of service	one month's full pay and (after completing four months service) two months half pay
During second year of service	two months' full pay, and two months' half pay
During third year of service	four months' full pay, and four months' half pay
During fourth and fifth years of service	five months' full pay, and five months' half pay
After five years' service	six months' full pay, and six months' half pay

Superannuation

The person appointed will automatically become a member of the Local Government Pension Scheme (Northern Ireland) LGPS (NI) in line with scheme regulations. He or she may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Car allowance

This post is designated as an essential car user's post for which an essential user's car allowance will be paid and for which a car loan may be made, subject to the condition that such allowance and loan will be based on NJC rates and shall not exceed the rate for the band 1200 - 1450cc.

If you are not currently an essential car user the following will apply:

Single Status Agreement – Please note that whilst this post is currently designated an essential car user's post, this is a term and condition of employment which is currently under review by Belfast City Council as a result of the Single Status Agreement. Therefore, please be advised that whilst

you may accept this post on the basis of it being a designated essential car user post, this has the potential to change and/or be removed in the foreseeable future. The council therefore reserves the right to vary and/or remove the designation of this post as an essential car user's post, however this will only be done after consultation with the Trade Unions.

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify a candidate for appointment. Candidates can, however, contact the relevant department for further information about the post. The person from the relevant department who provides further information should not be a member of the selection panel.

Notice

The minimum period of notice to be given by an employee shall normally be the ordinary period from one payment of salary or wages to the next.

Belfast City Council may terminate an employee's employment with the council by giving the following period of notice:

Continuous service	Period of notice
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
12 years or more	Not less than 12 weeks

It is usual to give one week's notice to terminate this temporary project post arrangement. Your statutory notice periods which relate to your substantive post with the council remain unchanged.

Probationary period

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department, and during this time one week's notice will be given by the council to terminate employment.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received by 4pm on **Monday 16 October 2017**.

Please note that it is the candidate's responsibility to ensure that his or her application form is submitted and received in the Human Resources Section by this closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Thursday 19 October 2017**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held on **Friday 27 October 2017**.

The council will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.

Belfast City Council

Application for appointment as:

Building Control Surveyor (Energy Performance of Buildings) (PO1)

'Temporary project' post until 31 March 2018, subject to review

Applicants must be current BCC employees or current employees within one of the other 10 councils in Northern Ireland as at Monday 16 October 2017 and throughout the selection process

Building Control Section

Planning and Place, Chief Executive's Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 16 October 2017**

Completed application forms should be emailed to jobs@belfastcity.gov.uk. You will receive an automatic reply when your application has been received. If you don't receive an acknowledgement within 30 minutes, please call 9027 0640 to confirm receipt (office hours are normally Mon-Thurs 8.30am-5pm, Fri 8.30am-4.30pm). You must confirm receipt **before** the closing date and time as we will not be able to accept applications that are sent but not received before the closing date and time.

Completed application forms can also be returned to:

Job Applications
The Cecil Ward Building
4-10 Linenhall Street
Belfast, BT2 8BP

If you have a disability, or your first language is not English, and you have difficulties with any aspect of our recruitment and selection process, please call 028 9027 0640

Belfast City Council is an equal opportunities employer and we welcome applications from all sections of the community



**Belfast
City Council**

Building Control Surveyor (EPB)

As indicated on the terms and conditions for this post, the person appointed will be based at, and work from their home address, unless they express a preference to work from the Belfast Office, based at 9 Adelaide, 9- 21 Adelaide Street, Belfast. If however, the person appointed does not want to work from their home address, or 9 – 21 Adelaide Street, Belfast, they will be based in a geographical area.

Section 1: Personal details

Are you currently employed by or an agency assignee of one of the 11 councils or the Commission in Northern Ireland?

Yes No

Please note If you only work on a casual basis you are ineligible to apply for this post.

If yes, please state the name of your current employer:

If yes and you are a Belfast City Council employee, please also enter your staff number:

Have you previously employed by Belfast City Council?

Yes No

If yes, please state your reason for leaving:

1. Your details

(a) Title: (Mr, Mrs, Ms, Miss, Dr etc)

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

3. Other information

National insurance number:

Section 2: Qualifications and employment history

4. Qualifications

- (a)** Details of qualifications obtained (please refer to employee specification):
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
If applicable, applicants must, as at the closing date for receipt of application forms, have a third level qualification in a building related subject. Please detail your relevant qualification below:

Year:	Examining body / University / College:	Level of qualification:	Subject:	Grade or mark:

- (b)** If you are applying for a post on the basis of a qualification which is not stated on the employee specification but which you consider to be equivalent, please list the main topics and modules below to demonstrate how you feel it is equivalent in terms of level, breadth, depth and content etc. Please also provide any further information which you feel supports your case.
 (The selection panel will make the final decision on the relevance and equivalence of your qualification.)

Year:	Examining body / University/College:	Level of qualification:	Subject and modules studied:	Grade or mark

Any other support evidence as to the equivalence of the qualifications stated, for example, breadth of overlap with qualification as detailed in the employee specification:

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- (c) Current membership of professional bodies:** If applicable, applicants must, as at the closing date for receipt of application forms, be a Corporate Member of a professional body relevant to the building profession, for example, Association of Building Engineers; Chartered Institute of Building; Chartered Institute of Architectural Technologists Institution of Civil Engineers; Institution of Structural Engineers; Royal Institute of British Architects; Royal Institute of Chartered Surveyors or equivalent. Please detail your relevant membership below:

Title of professional body	Type / grade of membership	Date of attainment

Employment history

(d) Details of present employment and present position(s) held:

Name and address of present employer (if any):	Exact date employment commenced (dd/mm/yyyy):	Position(s) held with current employer:	Salary:

(e) Details of previous employment and positions held:

Name and address of previous employer(s):	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)	Position(s) held:	Salary:

Section 3: Driving licence and experience

5.
(a) Do you hold a full, current driving licence which enables you to drive in Northern Ireland, or, access, to a form of transport which enables you to meet the requirements of the post in full?*
- *Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence.**

Yes No

If you have answered yes to the above question, please also provide details of your driving licence number, start and expiry dates:

Licence number: _____ Start date: _____ Expiry date: _____

By providing this information, you are consenting to Belfast City Council verifying your licence details with the Driver and Vehicle Agency (NI).

You must complete this form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in the next section to no more than one A4 page. You must not use continuation sheets. If you submit more than one page, the short-listing panel will only consider the first page of information and you may not be short-listed.

Essential criteria

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on the application form, that they meet the experience as stated in the employee specification.

Applicants **must**, as at the closing date for receipt of application forms:

- be able to demonstrate on the application form, by providing personal and specific examples, knowledge of the Energy Performance of Buildings Regulations and allied legislation.

Shortlisting criteria

- b) In addition to the above qualifications and experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in administering and enforcing the Building Regulations.

In boxes (b) and (c) please provide the following detail:

- (b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail where and how you gained this knowledge; the range of legislation you are aware of; the specific legislation which you have administered and, or enforced; how this legislation was of direct relevance to this post, etc.
- (c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail where you gained this experience; the regulations you had to administer and enforce; who you liaised with while administering and enforcing the regulations; how you overcame any problems; any outcomes resulting from your enforcing role, etc.

(5 b)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have knowledge of building regulations and allied legislation.

Continuation sheets must not be used

(5 c)

If applicable, applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience in administering and enforcing the Building Regulations.

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

7. The council's Standing Orders require any relationship to a councillor, officer or employee of Belfast City Council is reported for notation. If you are related, please give details of their name, position and relationship to you:

8. If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom references may be sent. One of your referees must be either your current or previous employer (if any). Both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer.

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

2. Other employer or nominated character referee:

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of the council. I also certify that the council will process and retain this application form under the provisions of the Data Protection Act 1998.

Signed:

Date:

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Equal opportunity monitoring form

HR Reference number: 003291/

Belfast City Council is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the council on the basis of ability, qualifications and aptitude for the work. To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring agreed with Trade Unions.

This questionnaire will not be seen by either the short-listing or interview panels.

Personal details:**Official use only:****Date of birth:**

Dob

Gender:

Male

Female

Gender

Family status:

Married

Single

Status

Divorced

Separated

Widowed

Cohabitant

Civil partnership

Dissolved civil partnership

Other, please specify

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Black other, please specify

Mixed ethnic group, please specify

Other, please specify

Ethnic origin

Please state your nationality or citizenship (for example, British, Irish, Polish):

Nation

Persons with and without a disability:

A person has a disability if he or she has "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities" (Disability Discrimination Act, 1995)

Do you, in accordance with the above, have a disability?

Yes No

Disability

If yes, please state nature of disability:

If no, have you ever had a disability?

Yes

No

History

Persons with and without dependants:

Have you any caring responsibility?

Yes

No

Official use only:

Dependants

Children

Relative

A person with a disability

Other, please specify

Religious affiliation or community background:

The council is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

Code

I am a member of the Roman Catholic community

Method

I am a member of neither the Protestant nor Roman Catholic communities

Please note: If you do not complete this section, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on your application form.

Religious belief or tradition:

Please specify your religious belief, for example, Christian, Hindu, Muslim, please specify

Religious belief

No religious belief

Not disclosed