
Job description

Date: October 2016

Department: City and Neighbourhood Services

Post number: 1395

Section: Parks Development

Job title: **Stores Person/Tractor Driver**

Grade: Scale 4

Main purpose of job

To be responsible to the Senior Stores Person/Tractor Driver for driving duties and allocated tractor and dumper and carrying out of associated duties, across all sites.

To assist relevant staff in the general husbandry of animals including feeding, administering medication and tagging.

Summary of responsibilities and personal duties

1. To be responsible for transportation of food stuffs, daily collection and removal of animal waste and other rubbish, goods and equipment.
2. To be responsible for the allocated tractor, dumper and all ancillary equipment and associated duties.
3. To be responsible for driving a range of vehicles on and off site/s in accordance with the council's Driver Handbook.
4. To keep the vehicle clean and check the oil, water, tyre pressures etc and any other areas contained within the Driver Vehicle Inspection Book and amend records accordingly.
5. To assist in the timely and efficient control of equipment and stock items in conjunction with other relevant staff and for the receipt, handling and safekeeping of all items of stock held within the stores.
6. To ensure that stores areas are kept clean and tidy.
7. To ensure that animal dietary requirements are met, through transportation and required preparation of foodstuff.
8. To maintain the orderly condition of grounds, such as litter/rubbish clearance, sweeping and general tidiness and assist with associated work, for example, labouring duties, mowing.
9. To be responsible for the removal of any animal waste ensuring that the relevant animal by-products order is adhered to off site.
10. To be responsible for the transportation and handling of dead animals and quarantine waste ensuring relevant animal by-products order is adhered to off site.
11. To assist in the safe movement of animals and to ensure the security of animal compounds, for example, key holding.
12. To deputise for the Senior Stores Person/Tractor Driver as required within own functional area of responsibility.
13. To be responsible for the transportation and decanting of chemicals.
14. To be involved in team meetings on a weekly/monthly basis and to assist with special events as and when required.
15. To be responsible for assisting with the training of any new starts.
16. To complete associated paperwork.
17. To comply with all Health and Safety at Work legislation.
18. To undertake the duties in such a way as to enhance and protect the reputation and public profile of Belfast City Council.

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19. To undertake such other relevant duties as may from time to time be required, as directed by the appropriate officer.
 20. To act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.
 21. To participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management procedures as appropriate.

This job description has been written at a time of significant organisational change and it will be subject to review and amendment as the demands of the role and the organisation evolve. Therefore, the post-holder will be required to be flexible, adaptable and aware that s/he may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description but which are commensurate with the role.

Employee specification

Date: 12 November 2020

Department: City and Neighbourhood Services

Post number: 1395

Section: Parks Development

Job title: **Stores Person/Tractor Driver**

Grade: Scale 4

Essential criteria

Applicants **must**, as at the closing date for receipt of application forms and throughout the selection process, be current Belfast City Council employees.

Driving licence and experience

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

- (a) possess a full, current driving licence(classes C1+E and F) which enables them to drive in Northern Ireland;
- (b) possess a full, current Driver Certificate of Professional Competence (CPC); and
 - be able to demonstrate on the application form, by providing personal and specific examples, that they have relevant experience of:
- (c) driving a tractor and operating mobile plant; **and**
- (d) operational stores experience such as stock control and replenishment.

Please note, all eligible applicants must undergo a tractor driving assessment as part of the selection process. These assessments are likely to be carried out on a John Deere 5820 tractor and will include the use of a trailer. Only those applicants who pass the driving assessment will be invited to interview.

Special skills and attributes

Applicants must be able to demonstrate by providing personal and specific examples, evidence of each of the following which may be tested at interview:

Technical knowledge and skills: knowledge of and the ability to carry out checks and basic maintenance on allocated vehicles and ancillary equipment.

Oral communication and listening skills: the ability to display effective oral communication skills.

Written communication skills: the ability to complete standard forms and any other associated paperwork clearly.

Health and Safety knowledge: an awareness and understanding of the health and safety responsibilities of the post, including any relevant legislation, to ensure the safety of employees and members of the public.

Initiative and team working skills: the ability to work on own initiative and as a member of a team to contribute to the successful achievement of objectives.

Customer care skills: the ability to deal effectively with the general public and an awareness of the importance of responding to the needs of customers.

Short-listing criterion

In addition to the above driving licence 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 of driving a tractor and operating mobile plant (c).

Belfast City Council

Terms and conditions of employment

Stores Person/Tractor Driver (Scale 4) (One permanent full-time post and one permanent part-time post)

Parks Development Section

City and Neighbourhood Services Department

Job applicant privacy notice

Belfast City Council is the Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to job applicants. Processing data from job applicants allows the council to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. It may also need to process data from job applicants to respond to and defend against legal claims.

If you apply for this job, you will be providing your personal data to the council whose lawful basis for processing it is for the performance of a task carried out in the public interest or in the exercise of official authority. In some cases, the council will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive data for equal opportunities purposes and to check applicants' eligibility to work in the UK before employment starts. The council will collect a range of information about you, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, which may include benefit entitlements;
- whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the recruitment process; and
- information about your entitlement to work in the UK etc.

The council will collect this information in a variety of ways for example, by application forms, through forms of assessment, from interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data will be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with Data Protection legislation and in line with the council's Records Retention and Disposal Schedule.

As a data subject, you have a number of rights. These include your right to:

- access and obtain a copy of your personal data on request;
- require the council to change incorrect or incomplete personal job applicant data; and
- require the council to delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please contact our Job Line on 028 9027 0640. If you wish to contact the council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk

Please see further details of the terms and conditions relating to this post set out below:

Appointment

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

If you are currently placed on furlough, you will be required to return from furlough to commence in this post.

There is currently one permanent, full time post and one permanent, part-time post. For the part-time post and terms and conditions will be applied on a pro rata basis.

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. **These posts may be either full-time, part-time or job-share on a permanent or temporary basis.**

Only Belfast City Council employees, who are employees as at the closing date for this post and who continue to be employees throughout the selection process for this post, are eligible to apply. Agency assignees and casual workers, who are not Council employees, are not eligible to apply. Applicants who are no longer current employees as at the short-listing, testing/assessment 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, applicants must still be current employees as at the point in time that a vacancy arises. Applicants 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.

Applicants recommended for appointment must complete all relevant pre-employment checks within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. Upon completion of relevant checks, applicants must formally accept and start employment in the post within a four week period. If offered a permanent post, employees currently undertaking a temporary project/cover/review post will not be permitted to continue working in that temporary post, even if it is of a higher grade. They must take up the permanent post within a strict four week period. This has always been the agreed practice within Belfast City Council and it is of critical importance that it is strictly adhered to especially during this period of significant re-organisation and change when the Council is striving to achieve permanency and stability.

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.

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 licences, experience etc. which are required for the post. Should an applicant be recommended for appointment to this post, he or she will be required to produce official original proof of any licence she or she relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that he or she was in possession of such licences at the closing date for applications.

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 4, SCP 7 to 11, £20,092 - £21,748 per annum (pro-rata to hours worked), plus weekend enhancement (currently under review) where applicable, where appropriate (in normal circumstances, the starting salary is the minimum point),

paid fortnightly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

The council reserves the right to transfer the post-holder onto monthly pay by BACS at any stage in the future without payment.

Applicants should note that the above salary is based on a 37 hour working week. Payment for this post will be on a pro rata basis that is, the salary will be based only on the contractual number of hours worked (as outlined below under Hours of duty).

Location

The person appointed will be based initially in Belfast Zoological Gardens, Antrim Road, Belfast but will be required to work in and/or visit other locations.

Please note, given the uncertainty of the ongoing situation with Covid 19 (Coronavirus) and the closure of council buildings, you may be asked, in the first instance, to report to a different location, work from home and/or be reassigned or redeployed to another area of work within the council.

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) 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 applicants must provide evidence to demonstrate that they were in possession of them at the closing date for applications.

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.

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 incorporated into the contract of employment.

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 and the Single Status Implementation Agreement dated 2007 as renegotiated from time to time is hereby incorporated into the contract of employment.

A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new employees at the council's Induction Course.

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 for the full-time post are 37 per week; the part-time post is 16 hours per week, as per the three week shift rota outlined below:

Please note these shift patterns are subject to change, the person appointed may also be required to work outside of these hours.

Week 1:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Driver 1	Leave	8am-4pm	8am-4pm	8am-3.30pm	Leave	8am-4pm	8am-4pm	37
Driver 2	8am-4pm	8am-3.30pm	Leave	Leave	8am-4pm	8am-4pm	8am-4pm	37
Driver 3	8am-4pm	Leave	8am-4pm	8am-4pm	8am-4pm	8am-3.30pm	Leave	37
Part-time 1	7.30am-4pm	7.30am-4pm	Off	Off	7.30am-4pm	Off	Off	21
Part-time 2	Off	Off	Off	7.30am-4pm	Off	Off	7.30am-4pm	16

Week 2

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Driver 1	8am-4pm	8am-3.30pm	Leave	Leave	8am-4pm	8am-4pm	8am-4pm	37
Driver 2	8am-4pm	Leave	8am-4pm	8am-4pm	8am-4pm	8am-3.30pm	Leave	37
Driver 3	Leave	8am-4pm	8am-4pm	8am-3.30pm	Leave	8am-4pm	8am-4pm	37
Part-time 1	Off	7.30am-4pm	7.30am-4pm	Off	Off	Off	7.30am-4pm	21
Part-time 2	7.30am-4pm	Off	Off	Off	7.30am-4pm	Off	Off	16

Week 3

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Driver 1	8am-4pm	Leave	8am-4pm	8am-4pm	8am-4pm	8am-3.30pm	Leave	37
Driver 2	Leave	8am-4pm	8am-4pm	8am-3.30pm	Leave	8am-4pm	8am-4pm	37
Driver 3	8am-4pm	8am-3.30pm	Leave	Leave	8am-4pm	8am-4pm	8am-4pm	37
Part-time 1	7.30am-4pm	7.30am-4pm	Off	Off	Off	Off	7.30am-4pm	21
Part-time 2	Off	Off	Off	7.30am-4pm	7.30am-4pm	Off	Off	16

In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

Annual leave

Annual leave and extra statutory, bank or public holiday entitlement is calculated in hours/minutes. The person appointed will be entitled to 170.2 hours (23 days) annual leave, calculated on a pro rata basis. The additional 88.8 hours (12 days) bank or other holidays will be shared equally throughout the year on a planned basis. Leave entitlement will be increased by 37 hours (5 days) working days on a pro rata basis in the case of officers who have not less than five years continuous service and by a further 22.2 hours (3 days) pro rata in the case of officers who have not less than 10 years continuous service.

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory holiday entitlement has been exhausted, additional leave taken for public/bank and statutory holidays will be deducted from the employee's annual leave entitlement.

All employees required to work on extra statutory, bank or public holidays will be remunerated in accordance with Part 3, paragraph 2 of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the number of days remaining in the current leave year from the first day of employment.

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

Sick pay will be paid on a pro rata basis in accordance with the scheme.

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).

Uniform

Uniform clothing will be issued by the relevant department. The wearing of such uniform clothing will be a pre-requisite of appointment and it must only be worn whilst on duty. Only in exceptional circumstances will items be replaced. All items of clothing and other issued equipment will remain the property of the relevant department. Facilities for changing and storage will be available.

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify an applicant 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

Probationary period

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be emailed to jobs@belfastcity.gov.uk by **4pm on Wednesday, 9 December 2020**.

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.

Short-listing, driving assessment and interview dates

It is envisaged that **short-listing** for this post will take place on **Thursday, 10 December 2020**.

This post is subject to a driving assessment. Eligible candidates will be required to undertake a driving assessment in Belfast Zoo on **Wednesday, 16 December 2020** following which successful candidates will be invited to interview via MS Teams.

Please note that the date of the driving assessment cannot be changed and whilst the council will endeavour to adhere to this timetable, it will not, in any case, be possible to make alternative arrangements for individual candidates. Applicants are therefore advised to ensure that they are available to attend the driving assessment on **Wednesday, 16 December 2020**.

Please note, only those candidates who successfully pass the driving assessment will be invited to attend for interview via MS Teams.

It is also envisaged that interviews will be held on **Wednesday, 23 December 2020 via MS Teams**.

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:

Stores Person/Tractor Driver (Scale 4) (one permanent full-time and one permanent part-time)

These permanent post are being internally trawled as a result of the council's ongoing programme of re-organisation and change. Applicants must be current Belfast City Council employees as at Wednesday, 9 December 2020 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)

Parks Development Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

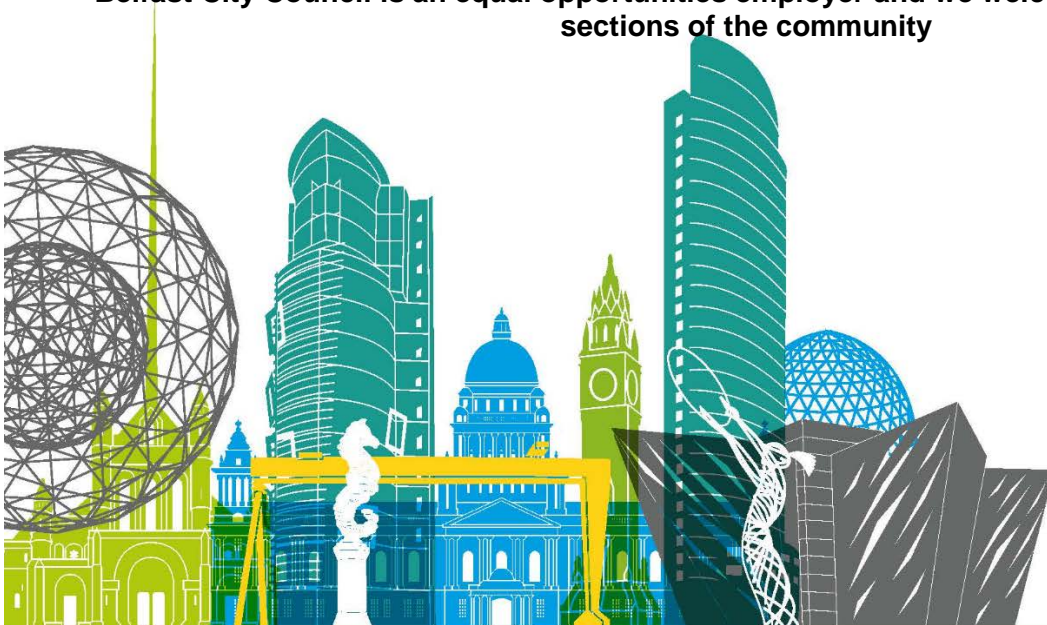
The closing date for applications is **4pm on Wednesday, 9 December 2020**

Completed application forms should be emailed to jobs@belfastcity.gov.uk and 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.

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time

If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance 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**

In addition to filling the immediate vacancies, we also intend to create a reserve list of successful applicants, in strict order of merit based on performance at interview. We anticipate that this list will last for 12 months, or until it is exhausted, whichever is sooner.

Therefore, should a similar post to the immediate vacancy become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

These posts may be either on a permanent or temporary basis and may be working full-time, part-time or job-share hours.

Please indicate below whether you would be interested in a permanent, or temporary (including fixed term) posts working full-time, part-time or job-share hours by ticking the appropriate boxes.

If you are interested in permanent, temporary, full-time, part-time and job-share positions please tick (✓) all of the relevant boxes below:

Contract type:

Permanent **Temporary**

Hours of work:

Full-time **Part-time** **Job-share**

You can apply for all positions and, if appointed to the reserve list, you will be considered for permanent and temporary vacancies and for full-time, part-time and, or job share hours.

If you apply for all positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post. Similarly, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the information you have provided above. For example, if you have ticked that you are applying for a permanent position only and a temporary position becomes available, we will not offer you this temporary post.

Section 1: Personal details

Are you currently employed by Belfast City Council

(If you only work within Belfast City Council on a casual basis please mark your answer as No [see below])?

Yes No

If yes, please enter your staff number:

Are you a current agency assignee or casual worker with Belfast City Council?

Yes No

(Please note: agency assignees and casual workers are ineligible for this post.)

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:

I certify that the information that I have supplied in this form is correct and I 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.

Signed:

Date:

Section 2: Current position held

4.

(a) **Current position held:**

Current Job Title:	Grade:	Date appointed:

Section 3: Driving licence and experience

5.

(a) Do you hold a full, current driving licence (classes C1+E and F) which enables you to drive in Northern Ireland?

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).

(b) Do you possess a full, current Driver CPC qualification?

Yes No

If you have answered yes to question (b), please also provide details of your Driver Qualification Card (DQC) categories and expiry date:

Categories: _____ Expiry date: _____

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

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.

Essential criteria

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, that they have relevant experience of:

- (c) driving a tractor and operating mobile plant; **and**
- (d) operational stores experience such as stock control and replenishment.

Short-listing criterion

In addition to the above driving licence 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 of driving a tractor and operating mobile plant (c).

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

- (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. Please detail the tractor/s you have experience of driving; what you used them for; the range of mobile plant that you operated; the purpose of this; etc
- (d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. Please detail the stores you maintained and the operational use of the stores; how you controlled stock; how you replenished stock levels; the type of stock that you kept; etc.

(c)

Please demonstrate in this box, by providing personal and specific examples, that you have relevant experience of driving a tractor and operating mobile plant.
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least one year's relevant experience in this area.)

Continuation sheets must not be used

(d)

Please demonstrate in this box, by providing personal and specific examples, that you have relevant experience of operational stores experience such as stock control and replenishment

Continuation sheets must not be used

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Equal opportunity monitoring form

HR Reference number: 0000000906/

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	
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Gender:	Male			Female			Gender	
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Family status:	Married	<input type="checkbox"/>	Single	<input type="checkbox"/>	Status	<input type="checkbox"/>
	Divorced	<input type="checkbox"/>	Separated	<input type="checkbox"/>		
	Widowed	<input type="checkbox"/>	Cohabitant	<input type="checkbox"/>		
	Civil partnership	<input type="checkbox"/>	Dissolved civil partnership	<input type="checkbox"/>		
	Other, please specify	<input type="text"/>				

Ethnic origins:	White	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Ethnic origin	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
	Chinese	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>		
	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>		
	Black other, please specify	<input type="text"/>				
	Mixed ethnic group, please specify	<input type="text"/>				
Other, please specify	<input type="text"/>					

Please state your nationality or citizenship (for example, British, Irish, Polish):	Nation	<input type="checkbox"/>
<input type="text"/>		

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	<input type="checkbox"/>	No	<input type="checkbox"/>	Disability	<input type="checkbox"/>
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If yes, please state nature of disability:	<input type="text"/>
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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