



For Office use only	HR Ref No	
	Candidate ID	

Application for appointment as:

Section		Department	
Closing date for applications			


Completing this form

Please complete your application using the most up to date version of Adobe Reader. Please only use the space as shown on the application form for your answers.

Applicant details

Name	Address

How to submit your form:

	
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Do you have a disability?

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**

Equal opportunities

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

Reserve list

The post of Senior Digital Analyst (PO2) has a generic job description but there is currently one vacant permanent post in the discrete area of Network and Telephony.

While the post of Senior Digital Analyst (within the discrete area of Network and Telephony) has a generic job description, there are several discrete and specialist areas of work within Digital Services that require specific experience and skills. This specific recruitment exercise is for Senior Digital Analyst posts in the area of Network and Telephony. On this basis, a reserve list may therefore be compiled for future vacancies that may arise only in the specific area of Network and Telephony. If a Senior Digital Analyst vacancy arises in another discrete specialism unrelated to Network and Telephony, the applicants on the reserve lists for network and telephony team will not be eligible and will have to reapply.

The reserve list for Senior Digital Analyst posts in Network and Telephony will last for 12 months, or until it is exhausted, whichever is sooner. Should a post in Network and Telephony become available 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 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) post working full-time, part-time or job-share hours by selecting the appropriate boxes.

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

Contract type: Permanent Temporary /fixed term

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 casual worker or an agency assignee with Belfast City Council? (Please note: Agency assignees and casual workers are ineligible for this post.)

Yes No

1. Your details

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

(b) Forename(s):

(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



Current Job Title:	Grade:	Date appointed:



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Equal opportunity monitoring form

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

Date of birth:

Gender Identity:

How do you define your gender?

Male Female Prefer not to answer

I use another term (for example Intersex, non- binary), please specify:

Do you consider yourself to be trans* or transgender?**

Yes No Prefer not to say

*Trans can be used as an umbrella term to describe people whose gender is not the same as, nor does it sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms e.g. transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, crossdresser, genderless. The use of trans as an umbrella term may not be acceptable to all transgender people.

**Someone who intends to transition, is transitioning or has transitioned from the gender they were assigned at birth.

Family status:

Married

Single

Divorced

Separated

Widowed

Same sex marriage

Cohabitant

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify:

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify:

Mixed ethnic group, please specify:

Other, please specify:

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

Persons with and without a disability:

A person has a disability if they have “a physical or mental impairment which has a substantial and long-term adverse effect on their 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 Prefer not to answer

If yes, please state nature of disability:

If no, have you ever had a disability? Yes No Prefer not to answer

While the selection panel will be made aware that you have a disability for the purposes of operating the Guaranteed Interview Scheme, they will not know the nature of your disability or if you need any reasonable adjustments as part of the recruitment and selection process unless you advise them.

Therefore, if you require any reasonable adjustments as part of the recruitment and selection process, please outline them:

If you wish to discuss any of this information further or you require any further clarification about the Guaranteed Interview Scheme, please feel free to contact our Helpline on **(028) 9027 0640** and we will be happy to help.

In addition, if you are aware of any adjustments that you will require, should you be successful in obtaining the job, please outline them:

Persons with and without dependants:

Do you look after or are responsible for caring for anyone? Yes No

If yes, please tick the relevant box below- you may tick more than one box

- Children
- Relative
- A person with a disability
- Prefer not to answer
- Other, please specify:

Sexual orientation

What best describes your sexual orientation?

- Bi
- Gay/lesbian
- Heterosexual/ straight
- Prefer not to answer
- I use another term, 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
- I am a member of the Roman Catholic community
- I am a member of neither the Protestant nor Roman Catholic communities
- Prefer not to answer

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:

- No religious belief
- Not disclosed

Additional information:

To monitor the effectiveness of our advertising, please indicate where you saw this job advertised:

- | | | |
|---|---|--|
| <input type="checkbox"/> Belfast Telegraph | <input type="checkbox"/> Irish News | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Sunday Life | <input type="checkbox"/> Specialist journal | <input type="checkbox"/> LinkedIn |
| <input type="checkbox"/> Council trawl | <input type="checkbox"/> Council website | <input type="checkbox"/> Nijobfinder.co.uk |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Department of Learning,
Jobs and Benefits | <input type="checkbox"/> Localgovernmentjobsni.gov.uk | <input type="checkbox"/> |

- Other, please state where: