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| HR reference | 00000001084/ |

**Belfast City Council**

Application for appointment as:

**Cemetery Operative (Two posts) (Scale 4)**

**(There is currently one permanent, job share post and one ‘temporary cover’ full-time post for 12 months, subject to review)**

**(The permanent, job share post is 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 Tuesday, 22 June 2021 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)**

**(For the ‘temporary cover’ full-time post, applicants must be current Belfast City Council employees or current Belfast City Council agency assignees as at Tuesday, 22 June 2021 and throughout the selection process)**

**Parks and Cemeteries Operational Services Section**

**City and Neighbourhood Services Department**

|  |  |
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| Name of Applicant: |  |
| Address: |  |
| The closing date for applications is **4pm on Tuesday, 22 June 2021.**  Completed application forms should be emailed to [jobs@belfastcity.gov.uk](mailto: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** | | |

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| **There are currently two vacancies for the Cemetery Operative : a permanent, job share post and a ‘temporary cover’ full-time post for 12 months, subject to review.**  **In the boxes provided below, please indicate (by ticking) which of the currently advertised post/s you are applying for. Please ensure that you are eligible to apply for the post/s that you are indicating.**  **We will only offer you a vacancy if you have expressed an interest in working in it and if you are eligible to apply for it.**   |  |  | | --- | --- | | **Permanent, job share post**  In order to be eligible to apply for this post, you **must**, as at the closing date for receipt of applications and throughout the selection process be a current Belfast City Council employee.  (Please note, agency assignees and casual workers, who are not council employees, are ineligible to apply for this post) |  | | **‘Temporary cover’ full-time post for 12 months, subject to review**  In order to be eligible to apply for this post, you **must**, as at the closing date for receipt of application forms and throughout the selection process, be a current Belfast City Council employee or be a current Belfast City Council agency assignee. |  |   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 vacancies you have applied become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.  **Applicants eligible for the permanent job share post:**  These posts may be either on a permanent or temporary (including fixed term) basis  Please indicate below whether you would be interested in a permanent or temporary (including fixed term) post by ticking the appropriate box.  **If you are interested in both permanent and temporary (including fixed term) positions, please tick *(*🗸*)* both boxes.**  **Contract type:**  **Permanent Temporary**  (including fixed term)  You can apply for both positions and, if appointed to the reserve list, you will be considered for permanent and temporary (including fixed term) vacancies. If you apply for both positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post.  **Applicants eligible for the ‘temporary cover’ full-time post:**  These posts are on a temporary (including fixed term) basis and may be working full-time, part-time or job share hours.  Please indicate below whether you would be interested in a temporary (including fixed term) post working full-time, part-time or job share hours by ticking the appropriate box.  **If you are interested in full-time, part-time and job share positions, please tick *(*🗸*)* all boxes.**  **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 temporary (including fixed term) vacancies working either full-time, part-time or job share hours. For example, if you apply for all positions, 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.** | | | | | | | |
| **Section 1: Personal details** | | | | | | | | | | |
| If applying for the permanent post, are you currently employed by Belfast City Council? | | | | | Yes |  | No |  | | |
| If applying for the ‘temporary cover’ post, are you currently employed by or an agency assignee of 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 you are a Belfast City Council employee, please enter your staff number: | | | | |  | | | | | |
| Are you a current casual worker with Belfast City Council?  **(Please note:** casual workers are ineligible for these posts.) | | | | | Yes |  | No |  | | |
| Have you been previously employed by Belfast City Council? | | | | | Yes |  | No |  | | |
| If yes, please state your reason for leaving: | | | | | | | | | | |
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| **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. | | | | | | | | |

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| Signed: |  |  |  | Date: |  |  |

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| **Section 2: Current position held** | | | | |
| **4.** |  | | |
| Current Job Title: | | Grade: | Date appointed: |
|  | |  |  |

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| **Section 3: Experience** | |
| **5.** |  |
| **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.**  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, at least one year’s relevant experience in each of the following two areas:   1. commercial horticultural work, for example, grass cutting, hedge trimming, turfing and seed sowing, planting, sweeping, removal of litter and rubbish etc; and 2. dealing with members of the public in a tactful and sensitive manner, in a similar environment, for example, funeral parlour, cemetery, park, etc.   **Short-listing criteria**  In addition to the above experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, have at least two years’ relevant experience in each of the two areas outlined above.  **In boxes (a) and (b) overleaf, please provide the following detail:**   1. You must clearly state the start and end dates of your relevant experience including the number of years’ relevant experience you have in this area. Please detail your job title, your duties and responsibilities; the type of commercial horticultural work you have carried out; the various types of equipment you used; the range of duties you have undertaken and what you used the equipment for; where you carried out these tasks, etc. 2. You must clearly state the start and end dates of your relevant experience including the number of years’ relevant experience you have in this area. Please detail your job title, your duties and responsibilities; the type of environment it was in and how it was similar to this; your experience dealing with the public in a tactful and sensitive manner; what were the circumstances; how regular were these interactions; how you ensured sensitivity and tact when dealing with members of the public, etc. | | |

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| **(a)** | Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year’s relevant experience of commercial horticultural work, for example, grass cutting, hedge trimming, turfing and seed sowing, planting, sweeping, removal of litter and rubbish, etc.  **(Please note, Belfast City Council reserves the right to shortlist only those applicants who can demonstrate at least two years’ relevant experience in this area)**  Continuation sheets must not be used |

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| **(b)** | | Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year’s relevant experience of dealing with members of the public in a tactful and sensitive manner, in a similar environment, for example, funeral parlour, cemetery, park, etc.  **(Please note, Belfast City Council reserves the right to shortlist only those applicants who can demonstrate at least two years’ relevant experience in this area)**  Continuation sheets must not be used | | | |
| **Section 4: Other information** | | | | |
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| **6.** | Notice required to terminate present position: | | |  |
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| **7.** | 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. Both of your referees must be either your current or previous employers (if applicable). 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. | | | |
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| **1.** | Current or previous employer (if any) | | | |
|  |  | |  | |
|  | Name: | |  | |
|  |  | |  | |
|  | Job title: | |  | |
|  |  | |  | |
|  | Name of organisation: | |  | |
|  |  | |  | |
|  | Address (including post code): | |  | |
|  |  | |  | |
|  | Contact telephone: | |  | |
|  |  | |  | |
|  | Email address: | |  | |
|  |  | |  | |
| **2.** | Other employer referee (or character reference if applicable): | | | |
|  |  | |  | |
|  | Name: | |  | |
|  |  | |  | |
|  | Job title (if applicable): | |  | |
|  |  | |  | |
|  | Name of organisation (if applicable): | |  | |
|  |  | |  | |
|  | Address (including post code): | |  | |
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|  | Contact telephone: | |  | |
|  |  | |  | |
|  | Email address: | |  | |

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| **Equal opportunity monitoring form** | | |
|  | HR Reference number: | 00000001084/ |
| 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.** | | |

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

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| **Gender Identity:** | | | | | | | | | | | | Gender Identity |  |
| How do you define your gender? | | | | | | | | | | | |
| Male |  |  |  | Female |  |  | Prefer not to answer | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  | |  |  |  |
| I use another term (for example, Intersex, non-binary), please specific: | | | | | | | | |  | |  |  |  |
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| **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. | | | | | | | | | | |  |  |  |

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| **Family status:** | Married |  | |  |  | Single |  |  |  |  | Status |  |
|  |  |  | |  |  |  |  |  |  |  |  |  |
|  | Divorced |  | |  |  | Separated |  |  |  |  |  |  |
|  |  | | | | | | | | |  |  |  |
|  | Widowed |  |  | |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | |  |  |  |
|  | Cohabitant | | | |  | Same sex marriage | | |  |  |  |  |
|  |  | | | |  |  | | |  |  |  |  |
|  | Civil partnership | | | |  | Dissolved civil partnership | | |  |  |  |  |
|  |  | | | |  |  | | |  |  |  |  |
|  | Prefer not to answer | | | |  |  | | |  |  |  |  |
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|  | Other, please specify | | | | |  | | | |  |  |  |

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| **Ethnic origins:** | White | |  |  | Indian | | |  |  |  | | Ethnic origin | | | |
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|  | Pakistani | |  |  | Bangladeshi | | |  |  |  | |  |  | | |
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|  | Chinese | |  |  | Irish Traveller | | |  |  |  | |  | | |  |
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|  | Black African | |  |  | Black Caribbean | | |  |  |  | |  | | | |
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|  | Prefer not to answer | | |  |  | | |  |  |  | |  | | | |
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|  | Black other, please specify | | | | |  | | | |  | |  | | |  |
|  |  | | | | |  | | | |  | |  | | |  |
|  | Mixed ethnic group, please | | | | |  | | | |  | |  | | |  |
|  | specify | | | | |  | | | |  | |  | | |  |
|  | Other, please specify | | | | |  | | | |  | |  | | |  |
| Please state your nationality or citizenship (for example, British, Irish, Polish): | | | | | | | | | |  | Nation | | | |  |
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| **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** |  | Yes |  | |  | | No |  |  | Disability |  |
| **a disability?** |  |  | |  | |  |  |
|  |  | Prefer not to answer | | | | | |  |  |  |  |
|  | | | | | | | | | |  |  |
| If yes, please state nature of disability: | | | | | | | | |  |  | |
|  | | | | | | | | |  |  | |
|  | | | | | | | | | |  | |
| **If No, have you ever had a disability?** |  | Yes | |  | |  | No |  |  | History |  |
|  |  |  | |  | |  |  |  |  |  |  |
|  |  | 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: | | | | | | | | |  |  |  |
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| 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: | | | | | | | | |  |  |  |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | **Official use only:** | |
| **Persons with and without dependants:**  **If yes, please tick the relevant box(es) below- you may tick more than one box** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Do you look after or are you responsible for caring for | | | | | | | | | | | | | | | |  | Yes |  |  | | No | | |  | |  | Dependants | |
| anyone? | | | |  | | | | |  | | |  | |  | | | |  | |  | |  | | | | |  |  |
|  | | | |  | | | | |  | | |  | |  | | | |  | |  | |  | | | | |  |  |
| **If yes, please tick the relevant box(es) below- you may tick more than one box** | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |
|  | | | |  | | | | | | | | | |  | | | | | | | | | | |  | |  |  |
|  | Children | |  | |  | Relative | | | | |  | |  | | A person with a disability | | | | | | | |  | |  | |  |  |
|  | | | |  | | | | | | | | | |  | | | | | | | | | | |  | |  |  |
|  | | Prefer not to answer | | | | |  | | |  | | | | | | | | | | | | | | | | |  |  |
|  | | | |  | | | | | | | | | |  | | | | | | | | | | |  | |  |  |
|  | | Other, please specify: | | | | | |  | | | | | | | | | | | | | | | | |  | |  |  |

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| **Sexual orientation:** | | | | | |
| **What best describes your sexual orientation?** | | | | | |
|  |  |  |  |  | |
| Bi |  |  |  | Orientation |  |
|  |  |  |  |  | |
| Gay/lesbian |  |  |  |  |  |
|  |  |  |  |  | |
| Heterosexual/straight |  |  |  |  | |
|  |  |  |  |  | |
| Prefer not to answer |  |  |  |  | |
|  |  |  |  |  | |
| I use another term, please specify: |  |  |  |  | |
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| **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 |  |  |  |  | |
|  |  |  |  |  | |
| 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. | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Religious belief or tradition:** |  |  | | | |  | |
| Please specify your religious belief, for example, Christian, Hindu, Muslim: |  | | | |  | Religious belief |  |
|  |  |  | | | |  |  |
| No religious belief |  |  |  |  | |  | |
|  |  |  | | | |  | |
| Not disclosed |  |  |  |  | |  | |