
Job description

Date: 24 June 2014

Department Finance and Resources

Post number: 1431

Section: Finance and Performance

Job title: **Payroll Advisor**

Grade: Scale 6

Main purpose of job

To be responsible to the Senior Payroll Advisor(s) for assisting with the proper, accurate and timely payment of employees, members and pensioners of Belfast City Council.

To assist with the provision of advice and guidance to managers and other staff on all matters relating to payroll.

To assist with routine duties with regard to pensions dealt with under the following corporate legislation:

Belfast Corporation Superannuation Scheme 1950;
Belfast Corporation Act 1943; and
Belfast Corporation (General Powers) Act 1948.

Summary of responsibilities and personal duties

1. To be responsible to the Senior Payroll Advisor(s) for the delivery of a comprehensive payroll service ensuring accurate and timely payments and maintaining a high level of customer service, in accordance with relevant statutory legislation.
2. To assist the Senior Payroll Advisor(s) in the maintenance and development of the Payroll system and the delivery of the payroll function.
3. To provide information advice and guidance to senior staff, council employees, and the relevant external third party organisations on payroll and pensions related issues in accordance with current legislation, local government guidelines and as required by the council.
4. To liaise with Human Resources with regard to pay details and to ensure that payments are made in accordance with the council's regulations, standing orders and any other legislation or regulation which may apply.
5. To assist with the processing of contractual and statutory schemes, such as sick, maternity/paternity/adoption/parental and redundancy pay in accordance with statutory legislation and regulations.
6. To assist with the processing of the council redundancy scheme in accordance with council regulations and statutory legislation and regulations.
7. To assist with the payment of pensions under the council schemes.
8. To assist with the maintenance of payroll records including all electronic and manual systems, procedures, and reporting mechanisms with regard to payroll and all related matters according to current legislation, audit and security standards, and Data Protection requirements.
9. To assist in developing, implementing and monitoring appropriate departmental quality initiatives.
10. To assist the Senior Payroll Advisor(s) in the delivery of the section's objectives.
11. To represent the post holder's line manager, as required within the post holder's sphere of responsibility.
12. To participate as directed in the council's selection interview programme.
13. To act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety and any pertinent legislation.
14. 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.

15. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.

16. To undertake such other relevant duties, from time to time as may be required.

Employee specification

Date: 3 July 2020

Department: Finance and Resources

Post number: 1431

Section: Finance and Performance

Job title: **Payroll Advisor**

Grade: Scale 6

Essential criteria

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

Experience

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, at least one year's relevant experience in each of the following three areas:

- a) dealing with and resolving of customer payroll enquiries and complaints;
- b) collating and analysing payroll information using relevant payroll packages and IT systems; and
- c) maintaining payroll records and best practice in relation to payroll matters.

Special skills and attributes

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

Team working and leadership skills

The ability to work as an effective team member encouraging day-to-day working by the team and the joint achievement of goals, the ability to coach and train staff in operational procedures.

Customer care skills

The ability to demonstrate a sound awareness of customer care procedures, and to respond appropriately to the needs of internal and external customers.

Technical knowledge

An awareness of the technical aspects of payroll administration, best practice and legislation.

Analysis, problem solving and decision making skills

Effective analytical and problem solving skills with the ability to extract, analyse and report upon service information and evidence of making day-to-day decisions on operational issues.

Communication and interpersonal skills

Effective communication and interpersonal skills and the ability to provide operational information, advice and guidance to staff and managers.

Performance management skills

An awareness of performance improvement and an ability to identify areas for improvement and to monitor performance against them.

Work planning skills

The ability to effectively plan and prioritise their own work and to ensure constant flow of work to minimise peaks and troughs.

Shortlisting 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 applications:

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, that they have at least two years' relevant experience in each of the aforementioned areas; and
- in the second instance, have an NVQ Level 3 Payroll qualification or an equivalent relevant qualification.

Belfast City Council

Terms and conditions of employment

Payroll Advisor (Scale 6) Permanent full-time post

Finance and Performance Section

Finance and Resources 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.

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 or part-time on a permanent or temporary basis.**

An existing permanent employee will be offered a temporary post on the basis of undertaking a 'temporary project/cover/review' post with the right to return to his or her substantive post at the conclusion of the 'temporary project/cover/review' post. An existing fixed term contract employee will be offered a temporary post on the basis of a further fixed term contract in a 'temporary project/cover/review' post but with no automatic right to revert back to his or her original fixed term contract post. Fixed term contract employees should give consideration to this prior to applying for or accepting another post on a 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 qualifications, 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 qualifications etc. he 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 qualifications etc. 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 6, SCP 18 to 22, £24,313 - £26,317 per annum (pay award pending) (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 initially in 9 Adelaide, 9 – 21 Adelaide Street, 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 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.

Service and 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 will be required to start and finish work at specific times that suit the operational needs of the service and she/he will, when advised, be required to work outside of these hours for operational reasons including on extra statutory, bank and/or public holidays.

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.

A person appointed on the standard full time hours of 37 per week will be entitled to 155.4 hours (21 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 29.6 hours (4 days) in the case of officers who have not less than 5 years' continuous service and by a further 22.2 hours (3 days) in the case of officers who have not less than 10 years' continuous service.

Figures in brackets represent the number of days based upon a standard day of 7.4 hrs.

For individuals who do not work the standard full-time hours, annual leave and extra statutory, bank or public holiday entitlement will be calculated on pro-rata basis to their contracted hours, based on the standard full time hours of 37 per week and a standard day of 7.4 hours (i.e. 7 hrs 24 minutes).

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 |

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).

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 |

If applicable, for temporary project / cover / review posts, it is usual to give one week’s notice to terminate these temporary arrangements and your statutory notice period which relates 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.

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 Thursday, 13 August 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.

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 via jobs@belfastcity.gov.uk** 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 Tuesday, 18 August 2020. 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 Thursday, 27 August 2020 and **will be held 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:

Payroll Advisor (Scale 6)

One full-time permanent post

(This permanent 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 Thursday, 13 August 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.)

Finance and Performance Section

Finance and Resources Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Thursday, 13 August 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 vacancy, 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, or 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: Qualifications and current position held

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.

Please note, Belfast City Council reserves the right to shortlist, in the second instance, only those applicants who, as at the closing date for receipt of applications, have an NVQ Level 3 Payroll qualification or an equivalent relevant qualification. If applicable, 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 position held:**

| Current Job Title: | Grade: | Date appointed: |
|--------------------|--------|-----------------|
| | | |

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, by providing personal and specific examples on the application form, at least one year's relevant experience in each of the following three areas:

- a) dealing with and resolving of customer payroll enquiries and complaints;
- b) collating and analysing payroll information using relevant payroll packages and IT systems; and
- c) maintaining payroll records and best practice in relation to payroll matters.

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 applications;

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, that they have at least two years' relevant experience in each of the aforementioned areas; and
- in the second instance, have an NVQ Level 3 Payroll qualification or an equivalent relevant qualification.

In boxes (a) – (c) overleaf, please provide the following detail:

(a)

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 the range of customer payroll enquiries and complaints that you have dealt with including your specific role in resolving these queries and complaints; the number of customers for which you have dealt with and resolved enquiries; how frequently you dealt with these queries and complaints, etc.

(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 the type of payroll information you have collated and analysed and how you did this; the range of payroll packages you have used to collate and analyse this data; the IT systems that you used; the reports that you produced from these systems; who you reported payroll information to, 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 how you maintained payroll records and best practice in relation to payroll matters; the methods you used to do this; how you adopted best practice, etc.

(a)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of dealing with and resolving of customer payroll enquiries and complaints.

(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate at least two years' relevant experience in this area)

Continuation sheets must not be used

(b)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of collating and analysing payroll information using relevant payroll packages and IT systems.

(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate at least two years' relevant experience in this area)

Continuation sheets must not be used

(c)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of maintaining payroll records and best practice in relation to payroll matters.

(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate at least two years' relevant experience in this area)

Continuation sheets must not be used

Equal opportunity monitoring form

HR Reference number: 0000000828/

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 | <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): | <input type="text"/> | Nation | <input type="checkbox"/> |
|---|----------------------|---------------|--------------------------|

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"/> |
|--|------------------------------|-----------------------------|-------------------|--------------------------|

| | |
|--|----------------------|
| If yes, please state nature of disability: | <input type="text"/> |
|--|----------------------|

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