



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

Application for

REGISTER OF TEMPORARY SECURITY OFFICERS

- Please complete this form in black ink/ type.
- All information will be treated as confidential.
- CVs or other similar supporting documentation must not be submitted with the application form and any such information will not be considered. No continuation sheets will be accepted.
- Faxed, e-mailed, unsigned or late applications will not be accepted.
- Shortlisting will be as and when required.

1. PERSONAL DETAILS

Last Name	Title (e.g., Dr/Mr/Mrs/Miss/Ms)
First name(s)	Date of birth
Address (including postcode)	Telephone (Home) _____
	Telephone (Work) _____
	May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>

2. REFEREES

Please give details of two persons to whom reference may be made in support of your application, one of whom should be your current/most recent manager or supervisor.

Name	Name
Address	Address
Telephone Number	Telephone Number
Status (e.g., supervisor, colleague)	Status (e.g., supervisor, colleague)
May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

3. EDUCATION AND QUALIFICATIONS

Please include all types of qualifications which you currently hold - educational, technical, trade (including completed apprenticeships) and professional.

Name of School/ College/ University/ Other	Dates Attended		Main Subjects Studied	Type of Qualification Gained, if any (e.g. Degree, Diploma, GCSE)	Grade, Level, Class and/or Division, if applicable, (e.g., 2(i), Pass, Grade C)
	From	To			

Please do not add continuation sheets. Only the information on the application form will be considered.

4. EMPLOYMENT DETAILS

4A: CURRENT POST

Job Title	Date of appointment
Present salary	Notice required
Brief description of duties, to whom responsible, and number and kind of staff (if any) for whom you are/were responsible.	
Reason for leaving	

4B: PREVIOUS EMPLOYMENT

Please provide details of previous posts held, accounting for any period not covered by the record of employment. Please state the month and year in which you started and left each post.

Previous Posts and Employers	From - To		Brief Summary of Duties	Reason for Leaving

Please do not add continuation sheets. Only the information on the application form will be considered.

5. ESSENTIAL CRITERIA: Please state how you meet each of the essential criteria as detailed in the Person Specification. You must ensure that you give sufficient information here to enable the selection panel to assess your eligibility. Failure to do so will result in your application being rejected.

Please demonstrate your ability to communicate clearly and to prepare accurate written reports.

Please demonstrate that you have experience of external foot patrolling, static guarding and occasional patrolling with the use of a vehicle.

Have you a full current driving licence and access to your own transport (This criterion may be waived in the case of a person whose disability prohibits driving, but is able to arrange suitable alternative transport)

Please demonstrate your experience of traffic control and management.

DESIRABLE CRITERIA:

SIA (Security Industry Authority) training (or equivalent), relevant to external foot patrolling, static guarding and occasional patrolling with the use of a vehicle.

6. OTHER INFORMATION:

Please provide any further information you wish to be taken into account when your application is considered.

7. HEALTH

Please give details, with dates, of any absence (e.g., illness or operation) which resulted in your absence from employment for more than a two week period at any time in the last three years.

8. DECLARATION

Are you related to, or do you have a close personal relationship with any member of the Board of Governors or any employee of the College? If so please state the name of the individual and (if an employee) the post held.

Name: _____ Post Held (if any): _____

I declare that, to the best of my knowledge, the information given in this application is accurate and I consent to it being held on file under the terms of the Data Protection Act 1998. I understand that deliberate falsification may lead to withdrawal of any offer of employment or dismissal and that details of qualifications and employment history will be checked.

Signature of applicant _____ Date: _____

Please return completed application forms to:

**HR Department
Stranmillis University College
Stranmillis Road
Belfast, BT9 5DY**



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

Monitoring Questionnaire
Private & Confidential

Stranmillis University College is an Equal Opportunities Employer and is committed to equality of opportunity regardless equality of gender, marital status, age, ethnicity, religious affiliation/community background, political opinion, sexual orientation, disability or whether or not they have dependants. Under different Acts of legislation, it is necessary to gather the following information (for further information, please see page 3)

1A: Religious Affiliation / Community Background

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant as set out under Fair Employment and Treatment (Northern Ireland) Order (1998)[FETO]. Please ✓ the appropriate box.

Roman Catholic Protestant Neither

1B: Religion and Beliefs -

Under Employment Equality (Religion or Belief) Regulations 2003 (UK wide) we also monitor other religions and beliefs (as detailed in Section 1B of this form). If you have ticked the neither box in Section 1A above, we ask you to indicate your community background or religion / belief by placing a ✓ in the appropriate box below:

Buddhist Hindu Jewish
Muslim Sikh No Religion

Other (Please specify) _____

2. Marital Status - Please ✓ the appropriate box

Single Married Co – Habiting with Partner
Separated Divorced Widowed

FORM CONTINUES OVERLEAF

3. Gender - Please ✓ the appropriate box.

Female

Transgender

Male

Transsexual

4. Do you have any dependants?

Please ✓ the appropriate box

YES NO

(i.e. personal responsibility for the care of a child, dependant elderly person, or person with an incapacitating disability)

5. What is your Ethnicity? Please ✓ the appropriate box.

White – British	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Other White background	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>
Other Black Background	<input type="checkbox"/>	Asian or Asian British - Indian	<input type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>
Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>
Mixed - White and Black Caribbean	<input type="checkbox"/>	Mixed - White and Black African	<input type="checkbox"/>	Mixed - White and Asian	<input type="checkbox"/>
Other Mixed Background	<input type="checkbox"/>	Other - Please Specify	<input type="checkbox"/>		

6. Disability?

The Disability Discrimination Act defines a disabled person as someone with a disability or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. Having read this definition, do you consider that you have a disability?

YES NO

If yes, please ✓ the appropriate box below

Mobility (physical), e.g. wheelchair user, manual dexterity	<input type="checkbox"/>	Mental health difficulty, e.g. depression, anxiety, eating disorder	<input type="checkbox"/>
Sensory and other, e.g., Deaf/ Hearing impairment / Blind/ Partially Sighted	<input type="checkbox"/>	Unseen disability, e.g. heart condition, diabetes, epilepsy	<input type="checkbox"/>
Learning Disability e.g. dyspraxia, dyscalculia, Dyslexia	<input type="checkbox"/>	Other - Please specify	<input type="checkbox"/>

7. What is your nationality? Please ✓ the appropriate box below. The categories below are drawn from those defined by HESA (Higher Education Statistical Authority)

UK (England, Scotland, Wales and Northern Ireland)	<input type="checkbox"/>	EU National, please specify	<input type="checkbox"/>
Irish Republic	<input type="checkbox"/>	Other, please specify	<input type="checkbox"/>
Also Ireland (Republic of), Eire	<input type="checkbox"/>		<input type="checkbox"/>
Please tick here if you do not wish to declare your nationality	<input type="checkbox"/>		<input type="checkbox"/>

8. Please help us monitor the effectiveness of our advertisements by advising us as to how you became aware of this vacancy, e.g., title of publication.

GENERAL INFORMATION ON MONITORING DATA

The University College is Equal Opportunity Employer. In order to assist the implementation of its Equality Scheme, the University College wishes to monitor all staff on a number of equality dimensions as cited in Section 75 of the Northern Ireland Act (1998). This information will be treated in the strictest confidence. Data collected will be processed in accordance with the Data Protection Act 1998.

Please be assured that the information you provide will be handled confidentially and will only be used for the purposes of monitoring, improving our employment practices and returning to the Higher Education Statistics Agency (HESA) for reporting purposes but this will be anonymised.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order (1998). If you do not complete this questionnaire, we are encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file/ application form.

This data will be entered into our HR database system and kept securely within the HR Department. Access to this information is restricted and it will not be viewed by anyone involved in the selection process.

This information will be treated in strictest confidence and will only be used to help us comply with our statutory obligations. Please note that it is criminal offence under the legislation for a person to "give false information....in connection with the preparation of the monitoring return".

Please return the completed monitoring form with your application form in an envelope marked 'Monitoring Officer'.

Thank you for your co-operation.

STRANMILLIS UNIVERSITY COLLEGE
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REGISTER OF SECURITY OFFICER

PERSON SPECIFICATION

Essential Criteria

Applicants must:

- have the ability to communicate clearly
- have the ability to prepare accurate written reports.
- have experience of external foot patrolling, static guarding and occasional patrolling with the use of a vehicle.
- have a full current driving license and access to own transport is essential, this criterion may be waived in the case of a person whose disability prohibits driving, but is able to arrange suitable alternative transport.
- Have experience of traffic control and management

Desirable Criteria

It is desirable that applicants:

- have SIA (Security Industry Authority) training (or equivalent), relevant to external foot patrolling, static guarding and occasional patrolling with the use of a vehicle.

Hourly rate:

The hourly rate is £8.69.

HOURS

As and when required.

UNIFORM

The Security Officer shall wear the uniform provided by the College.

OFFICIAL CONDUCT

- 1 An employee shall devote his/her whole time services to the duties of his/her post and not engage in any other employment without the express consent of the College.

- 2 An employee shall not allow himself/herself to be put in a position where there could be conflict either real or apparent between his/her private interests and those of the College.
- 3 An employee shall observe a proper reticence in public discussion of the affairs of the College and refrain from engaging in any political activity which might prejudice the impartial discharge of his/her duties.

CANVASSING

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

GENERAL

The appointment will be subject to:

- (a) the Scheme of Conditions of Service of the National Joint Council for Local Authorities' - Administrative, Professional, Technical and Clerical Services, with amendments as adopted by the College;
- (b) normal retirement at the age of 65 years;
- (c) production of a Birth Certificate for inspection;
- (d) the successful candidate may be required to undergo a medical examination by the College Medical Officer.

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REGISTER OF SECURITY OFFICER

JOB DESCRIPTION

Responsible to the Senior Security Officer.

1. Enforcing all College regulations relating to security, traffic and car parking; liaison with other College service departments and portering staff.
2. Patrolling the College grounds and checking the security of buildings to prevent burglary, theft, vandalism, fire etc and to prevent unauthorised persons from entering the Campus.
3. Locking up, and opening certain buildings at specified times, and carrying out internal checks of buildings when required.
4. Performing relief Gate duty as necessary; checking in visitors to the College, and attending the Automatic Telephone answering machine when switchboard is unattended.
5. Such other duties as may be allocated and participation in interchange of duties to cover for sickness, leave and staff vacancies.

September 2009

STRANMILLIS UNIVERSITY COLLEGE
A College Of Queen's University Belfast

Information for Applicants

Thank you for your interest in employment with Stranmillis University College.

In order to proceed with your enquiry you will need to complete an application form and monitoring form. **Only hard copies of these documents can be accepted. Unfortunately, we cannot accept faxed, e-mailed, unsigned or late applications.** This information sheet has been designed to help you to complete your application. Please note that all information provided by you will be treated in the strictest confidence.

Notes on Completing your Application Form

A person specification and job description are enclosed in the application pack. These will detail the purpose of the job, who the post holder reports to and the main duties and responsibilities. The person specification also details the experience, knowledge, skills and abilities required.

In order to be shortlisted, it is necessary that you complete section 5. Please provide details of how you meet the essential criteria as detailed in the job specification. All questions must be answered. Failure to do so will result in your application being rejected.

Please bear in mind the information provided about the job and the criteria which are contained in the job description and person specification when filling in your application form.

- Please state the grade/level/classification (where applicable) of any qualification you hold which you wish the shortlisting panel to consider in your application. The panel can only use the information provided on your form when deciding whether or not you meet the advertised shortlisting criteria for the post. If you do not state the grade, level or classification which you were awarded, it may not be possible to determine if you meet a qualification-based criterion and if this is the case, the panel will not be able to shortlist you.
- Set out the facts concisely and give examples where appropriate. When outlining your skills and abilities, relevant experience gained outside paid employment may also be of value.
- Please include any gaps in employment and the reasons for them.
- Please complete all parts of the application form. The form requires you to sign a declaration certifying that all the information you have provided is accurate. Please note that providing incorrect information or deliberately omitting any information requested, may result in either disqualification from the selection process, or if discovery is made after appointment, summary dismissal.

- Please note that if you are invited to interview you will be required to bring to the interview the original certificates related to the qualifications you have stated in your application, so that these can be checked.

If You Have a Disability

If you have a disability, there are ways in which we can help you (for example, making special arrangements if you are invited for an interview; making adjustments to the job where justified and reasonable). Please let us know your requirements.

This application form is available in large print. Please contact the Human Resources Department on 028 90 384436 if you require this format.

Equal Opportunities Monitoring

The Equal Opportunities monitoring form provides us with information which is needed for monitoring equal opportunities in our recruitment practice. This information will be used for anonymous monitoring purposes only. It will not influence the selection process in any way, and will not be seen by the Shortlisting Panel.

Submitting your Application

Please ensure that your application is received by the HR department on or before the closing date shown on the enclosed application form. Applications received after that date will not be considered. Please bear in mind that it is your responsibility to ensure that your application has the correct postage cover, otherwise the application may not be delivered on time.

It is College policy to contact only those candidates who have been short-listed for interview. If you have not heard from us within 4 weeks of the closing date for the post that you have applied for, please assume that you have not been short-listed.

If you would like your application to be acknowledged, please send in a self-addressed postcard (with postage stamp affixed) with your application form.

If You are Invited to Interview

You will be asked to bring original certificates for any qualifications, which you have stated on your application form.

You will also need to bring evidence that you have the right to work in the United Kingdom. Further details of the documents required will be sent to all shortlisted candidates. If you wish to read this information at application stage, it is available in the leaflet entitled "Preventing Illegal Working" which can be downloaded from our website or can be requested from the HR Department.

Remember:

Your application form is the only information that we use for short-listing, so please take care when completing it and ensure you provide all the relevant details. You may find it useful to keep a copy of your completed application form for your own reference.

Further information about the College is available on our website at www.stran.ac.uk. If you have any enquiries regarding the application pack, please do not hesitate to contact the Human Resources Department on 028 9038 4436 or 028 90 38 1271.

Whatever the outcome of your application, thank you very much for the interest shown in working for Stranmillis University College and we wish you every success for the future.

STRANMILLIS UNIVERSITY COLLEGE
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Equal Opportunities Statement

1. The purpose of this Statement is to underline the commitment of the College to equal opportunities for all its staff and students.
2. It is the policy of the College that all eligible persons shall have equal opportunity for admission, employment and advancement in the College solely on the basis of their ability, qualifications and aptitude.
3. The College will not practise discrimination - whether direct or indirect - against any eligible person, whether in recruitment, training, promotion or in any other way i.e. no eligible person will be treated less favourably in such areas as sex, marital status, religion or race.
4. The policy pursues and builds upon the statutory position in Great Britain and Northern Ireland. Its intention is to comply as much with the spirit as with the letter of legislation and to establish and pursue an effective policy of promoting equal opportunity.
5. All existing and newly recruited members of the College community will receive a copy of this Statement and its contents will be reflected as appropriate in training courses, circulars and guidance to all those with responsibility for recruitment and promotion within the College. It will also be made clear to potential applicants for recruitment in the College through advertisements and relevant documentation that the College is an Equal Opportunity Institution.
6. Advertisements will not be confined unjustifiably to areas or publications which would exclude or disproportionately reduce the number of applicants of a particular group.
7. Eligibility criteria for admission, employment or promotion will be formulated so as to ensure that they are related to required performance and are not discriminatory. These criteria will be included in the information sent to prospective candidates for admission, employment or promotion.
8. Selection and promotion decisions and reasons for such decisions will be recorded at each stage of any selection or promotion process.
9. All staff will be encouraged to take advantage of training opportunities to enhance their prospects of career development and allow them to achieve their full potential.
10. A detailed system will be established to provide accurate and up-to-date information on the composition of the College community, in order to monitor the application of this policy in such areas as recruitment, employment and promotion. The policy and action outlined in this

Statement will be regularly reviewed so that progress towards the objective of equality of opportunity can be assessed and effective steps taken to remedy any deficiencies in the programme for equal opportunity which may be identified by this assessment.

The above statement was adopted by the Board of Governors at its meeting held on 8th February 1990.