VICTORIA COLLEGE BELFAST
2A Cranmore Park Belfast BT9 6JA

APPOINTMENT OF CATERING ASSISTANT

Application Form for Non-Teaching Posts

27 SEPTEMBER 2019

<table>
<thead>
<tr>
<th>Reference:</th>
<th>Applications must be received by <strong>15.00</strong> on Monday 14 October 2019</th>
<th>Date and Time Received:</th>
</tr>
</thead>
</table>
NOTES ON COMPLETION OF APPLICATION FORM

In order to ensure equality of opportunity for all, applicants shall note that:

- this application form must be completed either in Calibri typescript (font size 10) or in legible handwriting using black ink;
- the amount of space available in this application form for responses is the same for all applicants and the size of text boxes must not be altered in any way;
- this application form must not be altered, amended or reformatted in any way;
- additional pages, curriculum vitae, letters or other supplementary materials will not be accepted in place of, or in addition to, a completed application form (unless such documentation is specifically requested within this application form);
- all sections and parts of this application form must be completed in full;
- any alteration to this form will invalidate your application;
- any failure to comply with the precise requirements of the College will result in the rejection of an application form; and
- late applications will not be accepted.

In seeking to complete this application form, applicants shall note that they are required to demonstrate by way of examples how they meet the essential eligibility criteria and where relevant, the desirable criteria, set out in the Background Information for Applicants. It is not sufficient to simply provide a list of current or previous duties and responsibilities.

It is essential that applicants demonstrate on the application form how and to what extent their experience and abilities are relevant to the position and the extent to which they satisfy each of the eligibility criteria. Failure to do so will result in an applicant not being shortlisted for interview as the Selection Panel cannot make assumptions about experience or ability in the absence of such information. The Selection Panel will also not make assumptions from the title of an existing position or the nature of an organisation as to the skills and experiences of a particular applicant.

Applicants are encouraged to read carefully the Background Information for Applicants and Job Description before completing this application form.

Applicants are asked to complete and submit the Equal Opportunities Monitoring Form with their application. However, applicants are not obliged or required to complete the Equal Opportunities Monitoring Form and you will not suffer a penalty if you choose not to do so.

If you choose not to complete the Equal Opportunities Monitoring Form, you must confirm that this is your preference by placing an ‘X’ in the relevant box on Page 3 of Part 1 of this application form. Please note that if you fail to complete the Equal Opportunities Monitoring Form and you do not place an ‘X’ in the relevant box on Page 3 of Part 1 of this application form, then your application will be rejected.
1. PERSONAL INFORMATION

Please provide all of the personal and general details requested below, including information on your current position and confirmation of whether or not you consider yourself to be disabled. Please provide details (if applicable) of any relevant matters relating to criminal convictions or child protection.

<table>
<thead>
<tr>
<th>Personal Details</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Town of Birth:</td>
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<tr>
<td>Forename:</td>
<td>Country of Birth:</td>
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<tr>
<td>Middle Names:</td>
<td>EU Citizen (Y/N):</td>
</tr>
<tr>
<td>Surname:</td>
<td>Home Telephone No:</td>
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<tr>
<td>Former Surname:</td>
<td>Mobile Telephone No:</td>
</tr>
<tr>
<td>Address:</td>
<td>Email Address:</td>
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<tr>
<td>Post Code:</td>
<td>Driving Licence (Y/N):</td>
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<tr>
<td>National Insurance No:</td>
<td>Driving Licence No:</td>
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<table>
<thead>
<tr>
<th>Current Employment Details</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Current Salary:</td>
</tr>
<tr>
<td>Name of Employer:</td>
<td>Period of Notice:</td>
</tr>
<tr>
<td>Address of Employer:</td>
<td>Reason for Leaving:</td>
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</tbody>
</table>
1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Rehabilitation of Offenders (Northern Ireland) Order 1978</th>
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</thead>
<tbody>
<tr>
<td>Have you ever been convicted of a criminal offence (Y/N)?</td>
</tr>
<tr>
<td>If yes, please provide details below:</td>
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</tbody>
</table>

*Please note: Pursuant to the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 this post is considered to be excepted from the Rehabilitation of Offenders (NI) Order 1978 and you must therefore disclose any criminal convictions whether or not they are spent.*

<table>
<thead>
<tr>
<th>Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003</th>
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<tbody>
<tr>
<td>Is there any reason why you would not be suitable to work with children or young people in an educational setting (Y/N)?</td>
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<tr>
<td>If yes, please provide details below:</td>
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*Please Note: This position is deemed to be a regulated position under the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.*

<table>
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<tr>
<th>Disability Discrimination Act 1998</th>
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<tbody>
<tr>
<td>Do you consider yourself to be disabled (Y/N)?</td>
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<tr>
<td>If yes, please provide details of any special arrangements in relation to communications or access that you may require if invited for interview:</td>
</tr>
</tbody>
</table>
1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Equal Opportunities Monitoring Form</th>
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<tbody>
<tr>
<td>If you do not wish to complete the Equal Opportunities Monitoring Form, please indicate that this is your preference by placing an ‘X’ in this box.</td>
</tr>
</tbody>
</table>

Please note that if you fail to complete the Equal Opportunities Monitoring Form but do not place an ‘X’ in the box above your application will be rejected.
2. **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

Please give details below of your post primary, further and higher education including the name of each institution attended, the month and year in which you started and finished at each institution, the examinations and subjects taken or to be taken, and the subject grades or degree classes achieved or expected. If you are currently studying for or have a qualification pending, please distinguish this clearly from completed qualifications.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>From</th>
<th>To</th>
<th>Examination Level</th>
<th>Examination Subject</th>
<th>Grade</th>
<th>Year</th>
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Please give details below of your professional qualifications and memberships including the name of the professional body, the month and year in which you became a member, and the grade or level of your membership.

<table>
<thead>
<tr>
<th>Name of Professional Body</th>
<th>Date</th>
<th>Membership Grade or Level</th>
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3. EMPLOYMENT HISTORY

*Please give details below of the positions that you have held, starting with the most recent. For each position, please state the name and address of your employer, the title of your position, the month and year in which you started and ended the position, and a brief description of your main duties and responsibilities.*

<table>
<thead>
<tr>
<th>Name and Address of Employer</th>
<th>Job Title</th>
<th>From</th>
<th>To</th>
<th>Main Duties and Responsibilities</th>
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*Please provide an explanation for any gaps in your employment history since leaving full-time education.*
4. ESSENTIAL ELIGIBILITY CRITERIA

Please provide evidence and demonstrate by way of examples and dates how you meet the essential eligibility criteria set out in the Background Information for Applicants. Applicants are reminded that they must set out their examples in the text boxes provided in Calibri typescript (font size 10) and that the size of the text boxes cannot be altered.

| Evidence of a Food Safety Level 2 Certificate or equivalent and refresher training where appropriate |
|                                                                                                  |
| Minimum of one year’s catering experience in a large-scale catering establishment within the last 5 years |
|                                                                                                  |
| Evidence of ability to work as part of a team and build working relationships characterised by a high level of communication, flexibility and mutual respect |
|                                                                                                  |
Evidence of ability to deliver excellent customer service

<table>
<thead>
<tr>
<th>Evidence of ability to deliver excellent customer service</th>
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</table>
5. DESIRABLE CRITERIA

Please give evidence and demonstrate by way of examples and dates how you meet the desirable criteria set out in the Background Information for Applicants. Applicants are reminded that they must set out their examples in the text boxes provided in Calibri typescript (font size 10) and that the size of the text boxes cannot be altered.

<table>
<thead>
<tr>
<th>Ability to work under pressure</th>
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<tr>
<th>Experience of till operation</th>
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</table>
6. OTHER INFORMATION

Please give the names and addresses of two persons to whom reference may be made regarding your suitability for appointment to this position. At least one of the referees should be a present or previous employer who is able to comment on your suitability to work with children and young people in an educational setting (if applicable) and on your professional ability. You must secure the prior consent of the individuals nominated as referees and under no circumstances should references be submitted with this application form. Any person involved in this recruitment process cannot be nominated as a referee.

<table>
<thead>
<tr>
<th>References</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Referee:</td>
<td>Name of Referee:</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Job Title:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
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<tr>
<td>Post Code:</td>
<td>Post Code:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

Please provide details of any of your hobbies and interests that may be relevant to this position.
7. DECLARATION

Please read carefully the various representations and undertakings set out in the declaration below and then sign and date the declaration. Please complete and return this form to Miss Nicola Mawhinney no later than the closing time and date specified.

<table>
<thead>
<tr>
<th>Representations and Undertakings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have read all of the information pertaining to the position for which I am applying, and I declare that the information contained in this application form is true and accurate.</td>
</tr>
<tr>
<td>2. I understand that the information on this application form is covered by the provisions of the General Data Protection Regulations and the Data Protection Act 2018 and is required by the College for the purpose of processing my application. I confirm that I have received a copy of the Privacy Notice for Non-Teaching Staff prepared by the College and that I have read and understood the Privacy Notice.</td>
</tr>
<tr>
<td>3. I understand and agree that:</td>
</tr>
<tr>
<td>a. the provision of false information or the suppression of any material fact may result in disqualification from the recruitment process or, if appointed, in termination of employment;</td>
</tr>
<tr>
<td>b. if I am unable to provide evidence of qualifications, suitable references, or the right to live and work in the United Kingdom, then any offer of employment may be rescinded or employment terminated;</td>
</tr>
<tr>
<td>c. the direct or indirect canvassing of any governor, officer, employee or advisor of Victoria College Belfast in relation to this appointment will result in disqualification from the recruitment process;</td>
</tr>
<tr>
<td>d. pursuant to the Rehabilitation of Offenders (Exceptions) Order (NI) 1979, this post is considered to be excepted from the Rehabilitation of Offenders (NI) Order 1978 and therefore any failure to disclose any convictions spent or otherwise will result in my disqualification from the recruitment process and non-appointment or, if appointed, in disciplinary action and potential dismissal;</td>
</tr>
<tr>
<td>e. in the event of my application being successful, I understand that it will be necessary for checks to be made with Access NI to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over against me, whether spent or otherwise or whether I am on the Barred List;</td>
</tr>
<tr>
<td>f. I will inform the College of any change in my circumstances which may occur between the date of my application and any possible date of appointment;</td>
</tr>
<tr>
<td>g. by completing this application form and declaration, I am indicating my authorisation for the College to approach my referees for a reference in the event of my being recommended for appointment; and</td>
</tr>
<tr>
<td>h. I understand that any appointment made may be subject to the provision of satisfactory references and the successful completion of a probationary period.</td>
</tr>
</tbody>
</table>

Signature: [Blank] Date: [Blank]