





# Cookstown

## DISTRICT COUNCIL

COMHAIRLE CHEANTAR NA COIRRE CRÍOCHÍ  
DISTRICK COONCIL O COOKESTOUN

JOB REF NO

APPLICANT REF NO


<b>NAME OF APPLICANT</b>	
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<b>POST OF</b>	<b>PART-TIME HEALTH SUPPORT OFFICERS (3 Posts)</b>
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<b>CLOSING DATE &amp; TIME</b>	<b>Friday 2 March 2012 at 4.00pm</b>
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### MID ULSTER CLUSTER

**Salary:** Scale 3 £15,725 - £16,830 gross per annum (pro rata)

**Duration:** 12 months Fixed Term (may be extended depending on funding)

**Hours:** 18.5 per week (evening and weekend working will be required)

Cookstown District Council, Dungannon & South Tyrone Borough Council and Magherafelt District Council have created three part-time posts through funding received from the Public Health Agency.

The successful applicants will be based in an office/facility at each of the Council areas and will be responsible for the implementation and delivery of a targeted programme of health improvement for those who may be unemployed, across the three Council areas.

In completion of your application form, please identify which of the Council areas you would prefer to be placed in, if you are successful.

Please tick appropriate box:\*

COOKSTOWN

DUNGANNON

MAGHERAFELT

***\*More than one box can be ticked.***

**PERSONAL DETAILS (Block Letters)**

SURNAME		TITLE (MR, MRS, MISS, MS)	
FORENAMES		USUALLY KNOWN AS (IF DIFFERENT)	
EMAIL ADDRESS	DAYTIME TEL NO	NATIONAL INSURANCE NO	
	MOBILE NO		
ADDRESS			
POSTCODE			
ADDRESS FOR CORRESPONDENCE (IF DIFFERENT)			
POSTCODE			
DO YOU HOLD A CURRENT FULL DRIVING LICENCE THAT PERMITS YOU TO DRIVE IN NORTHERN IRELAND?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
DO YOU HAVE ACCESS TO PERSONAL TRANSPORT FOR BUSINESS PURPOSES?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? YES  NO

Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1978, COOKSTOWN DISTRICT COUNCIL is included in the list of excepted employments. As such, any criminal conviction may never be regarded as spent and must be disclosed when applying for a post within the Local Government Service.

IT IS NECESSARY THEREFORE TO ASK THE QUESTION:

**HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE? YES  NO**   
**IF YES PLEASE GIVE DETAILS**

It should be noted however, that disclosure of a conviction does not necessarily debar any applicant from obtaining employment.

**EDUCATION FROM THE AGE OF TWELVE**

SUBJECTS STUDIED	LEVEL ATTAINED & EXAMINING BODY	GRADE	YEAR

**FURTHER EDUCATION**

DEGREE/DIPLOMA/CERTIFICATE	YEAR OBTAINED	EXAMS TO BE TAKEN

**PROFESSIONAL QUALIFICATIONS**

NAME OF PROFESSIONAL BODY	PART NO. WITH DATE AND RESULT	FINAL WITH DATE AND RESULT	EXAMINATIONS YET TO BE TAKEN

**EMPLOYMENT HISTORY**

PRESENT POST (JOB TITLE)		
DEPARTMENT OF POST (INCLUDE LOCATION)		
NAME AND ADDRESS OF CURRENT EMPLOYER		
DATE APPOINTED	PRESENT SALARY/WAGE	PERIOD OF NOTICE
BRIEF DESCRIPTION OF PRESENT DUTIES/RESPONSIBILITIES		

**EXPERIENCE**

Please list your previous posts beginning with the most recent.

NAME & ADDRESS OF EMPLOYER	POSITION AND BRIEF OUTLINE OF DUTIES	SALARY	DATES OF EMPLOYMENT	
			FROM DD/MM/YY	TO DD/MM/YY

The application form has been devised to assist in the shortlisting process and relates directly to the criteria outlined in the person specification. Failure to provide sufficient information/details in response to the direct questions will in effect mean that your application may not be shortlisted, due to lack of information.

## SHORTLISTING CRITERIA

### PLEASE STATE BELOW HOW YOU MEET THE CRITERIA

**1.0 Qualifications & Experience - Essential Criteria:**

Please give details of having a minimum of five GCSE/'O' Levels (Grades A – C) or equivalent qualifications including English Language.

**1.0 Qualifications & Experience - Essential Criteria:**

Please give details of having a minimum of one year's paid or voluntary experience of delivering or coaching a health improvement intervention to a targeted group, in a community / public sector setting.

**1.0 Qualifications & Experience - Essential Criteria:**

Please give details/examples of having experience of working with groups and individuals in effecting behaviour change.

**1.0 Qualifications & Experience - Essential Criteria:**

Please give details of your proficiency in a wide range of Microsoft computer applications, e.g. , E mail, Word Processing and Spreadsheets

**1.0 Qualifications & Experience - Desirable Criteria:**

Please give details of having 2 years' experience delivering a Health Improvement Programme, tailored to individual needs, in a community or public sector setting.

**OR** having a third level qualification in a health-related discipline, e.g. Health Improvement/Community Development.

**2.0 Knowledge & Understanding**

Please give details/examples of having a good understanding of the local community issues.

**3.0 Special Aptitudes**

Please give details of having an interest in improving the health and wellbeing of the local community.

**4.0 Circumstances - Essential Criteria:**

Are you able to work evenings & weekends?                      Yes                      No

The post has been identified as one which will come into contact with vulnerable adults. The Council will use the Pre-Employment Consultancy Service System through Access NI.

**CONSENT TO ENHANCED CRIMINAL RECORD CHECK**

This post is a Regulated Position as defined by the Protection of Children and Vulnerable Adults (NI) Order (2003) and also falls within the definition of 'excepted' employment as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. It is therefore a requirement of this post that all applicants who are recommended for appointment must provide details in respect of all previous convictions including 'spent' convictions

Any disclosed convictions will be taken into account only when the conviction is considered relevant to the duties of the post. An Access NI Disclosure Certificate Application Form will be forwarded to the person recommended for appointment to complete. This form will then enable an enhanced criminal record check to be carried out by Access NI operating under the provisions of Part V of the Police Act (1997).

**I consent to complete an Access NI Disclosure Certificate Application Form which will be provided to me if I am recommended for appointment.**

Uyou

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL HISTORY**

Have you been absent from work due to sickness in the past two years?  yes  no

If yes please give brief details and approximate dates of any periods of sickness

REASON FOR SICKNESS	LENGTH OF ABSENCE FROM WORK
DOCTOR'S NAME	DOCTOR'S ADDRESS

Do you have a medical condition which may affect your performance of the job?  yes  no

If yes please give details: \_\_\_\_\_

**REFEREES:**

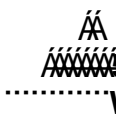
Please name two referees, at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity. (RELATIVES SHOULD NOT BE NAMED AS REFEREES)

	Current Employer		Other Referee
NAME		NAME	
DESIGNATION/ OCCUPATION		DESIGNATION/ OCCUPATION	
ADDRESS		ADDRESS	
POSTCODE		POSTCODE	
TEL NO:		TEL NO:	

**REFEREES WILL ONLY BE CONTACTED SHOULD YOU BE CONSIDERED FOR APPOINTMENT**

**DECLARATION AND SIGNATURE**

I understand and accept that the particulars given are complete and correct to the best of my knowledge. Any candidate found to have given false information or to have wilfully suppressed any material will be liable to disqualification and if appointed, dismissal.


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 W'a d'Yh'h Y'XYWU'U]cb'fYei ]fYa Ybh'

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 USUAL SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

## **EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

### **EXPLANATORY NOTES**

Cookstown District Council is committed to promoting equality and diversity. It is our policy to provide employment equality to all, irrespective of gender, including gender reassignment, marital status or civil partnership status, having or not having dependants, religious belief, political opinion, disability, age, race, nationality, sexual orientation, trade union membership or non membership or criminal record.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively. As an equal opportunities employer, we want to ensure that all of our applicants and employees enjoy equality of opportunity. We also want to encourage the best people to apply for vacancies in our council regardless of their background.

The information provided on the monitoring questionnaire will only be made available to the Council's monitoring officer and will remain confidential except in the event of a tribunal complaint.

If we make equal opportunities information public, this will be done in a way that ensures that individuals are not identified.

To ensure confidentiality, the questionnaire will be given an identifying number and only the Council's Monitoring Officer will be able to match this number with your name. Your name should not be written on the questionnaire.

This questionnaire has been agreed with, and has the support of, the recognised trade unions and the Equality Commission for Northern Ireland.

The monitoring information collected will be used to:

- provide us with information on the profile of individuals applying to the Council for jobs
- measure the effectiveness of our equal opportunity policy
- determine the extent to which we promote equality of opportunity and fair participation
- assist us to develop and review positive/affirmative action policies.

If you have any queries about this questionnaire, please contact our Monitoring Officer on 028 8676 2205 or Text Phone 028 8676 5827

### **EQUAL OPPORTUNITIES STATEMENT**

The Council is committed to an active equal opportunities policy from recruitment and selection, through training and development, appraisal and promotion to retirement.

It is the intention of the Council to actively strive to promote an environment free from discrimination, harassment and victimisation, where everyone will receive fair and equal treatment regardless of gender, colour, race or national origin, disability, age, marital status, sexual orientation or religion.

All decisions relating to employment practices will be objective, free from bias and based solely upon work criteria and individual merit.

The Council is responsive to the needs of its employees and the community at large in its duty to deliver best value by providing a consistently efficient and effective service.

It is the Council's policy to sustain a culture which engages everyone's talents and abilities and where diversity is valued.

## STRICTLY CONFIDENTIAL

### Religious affiliation and/or community background

Regardless of whether we practise religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant.

Please indicate your community background by ticking the appropriate box below:

Protestant community  Roman Catholic community  Neither Protestant nor Roman Catholic community

If you do not complete the above question, 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.

Please indicate your gender by ticking the appropriate box below:

Gender: Male  Female

My Date of birth: \_\_\_\_\_

Are you married/in a civil partnership? Yes  No

Do you look after, or have responsibility for:

Your Children  Other Relative(s)  Other  None

Under the Disability Discrimination (NI) Act 1995 a disabled person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability.

Do you consider that you meet this definition of disability? Yes  No

If yes, please state the type of disability:

Physical Disability  Mental Health Disability  Learning Disability

How would you describe your ethnic group?

White  Indian  Pakistani  Bangladeshi  Chinese  Black African  Black-Caribbean   
Black-other  Irish Traveller  Mixed Ethnic Group  Other  \_\_\_\_\_ (please specify)

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

Do you have a religious belief? Yes  No

If yes is it: Christian  Muslim  Buddhist  Hindu  Other

My sexual orientation is:

Hetrosexual (straight)  Homosexual (gay/lesbian)  Bisexual  Other  I do not wish to answer this question

### Additional information

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

Belfast Telegraph  Recruit NI  Council Website  Department of Learning, Jobs and Benefits

Mid Ulster Mail  Tyrone Courier  Mid Ulster Observer  Other  state where: \_\_\_\_\_