

**Candidate  
Information  
Booklet**

**IRC277323**

**COOK**

**Department of Justice (DoJ), Youth  
Justice Agency Custodial Services**

**Completed Application Forms  
must be submitted to  
HRConnect no later than 12  
noon (UK time) on  
*Friday 24<sup>th</sup> June 2022*  
Please retain a copy of this  
booklet for your reference  
throughout the selection  
process.**

## ***Department of Justice (DoJ)***

### **Communication between HRConnect and you**

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

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## **BACKGROUND**

### **The Role of the Youth Justice Agency (YJA)**

The YJA aims to make communities safer by helping children to stop offending. The YJA works with children aged 10-17 years who have offended or are at serious risk of offending.

The YJA provides a range of services, often delivered in partnership with others, to help children to address their offending behaviour, divert them from crime, assist their integration into the community and to meet the needs of victims of crime. The overall statement of purpose for the YJA is:

‘Making communities safer by helping children to stop offending’

### **Organisational Structure and Staffing**

There are two operational directorates in the YJA – Youth Justice Services and Custodial Services. These operational directorates are supported by a range of back offices functions that deliver finance, business planning and support functions on behalf of the Chief Executive.

The YJA operates through a Headquarters, a Juvenile Justice Centre and five regional offices across Northern Ireland. Headquarters is based in Waring Street, Belfast. Woodlands Juvenile Justice Centre is located in Bangor and the regional offices are in Ballymena, Banbridge, Belfast, Newtownards and Foyle.

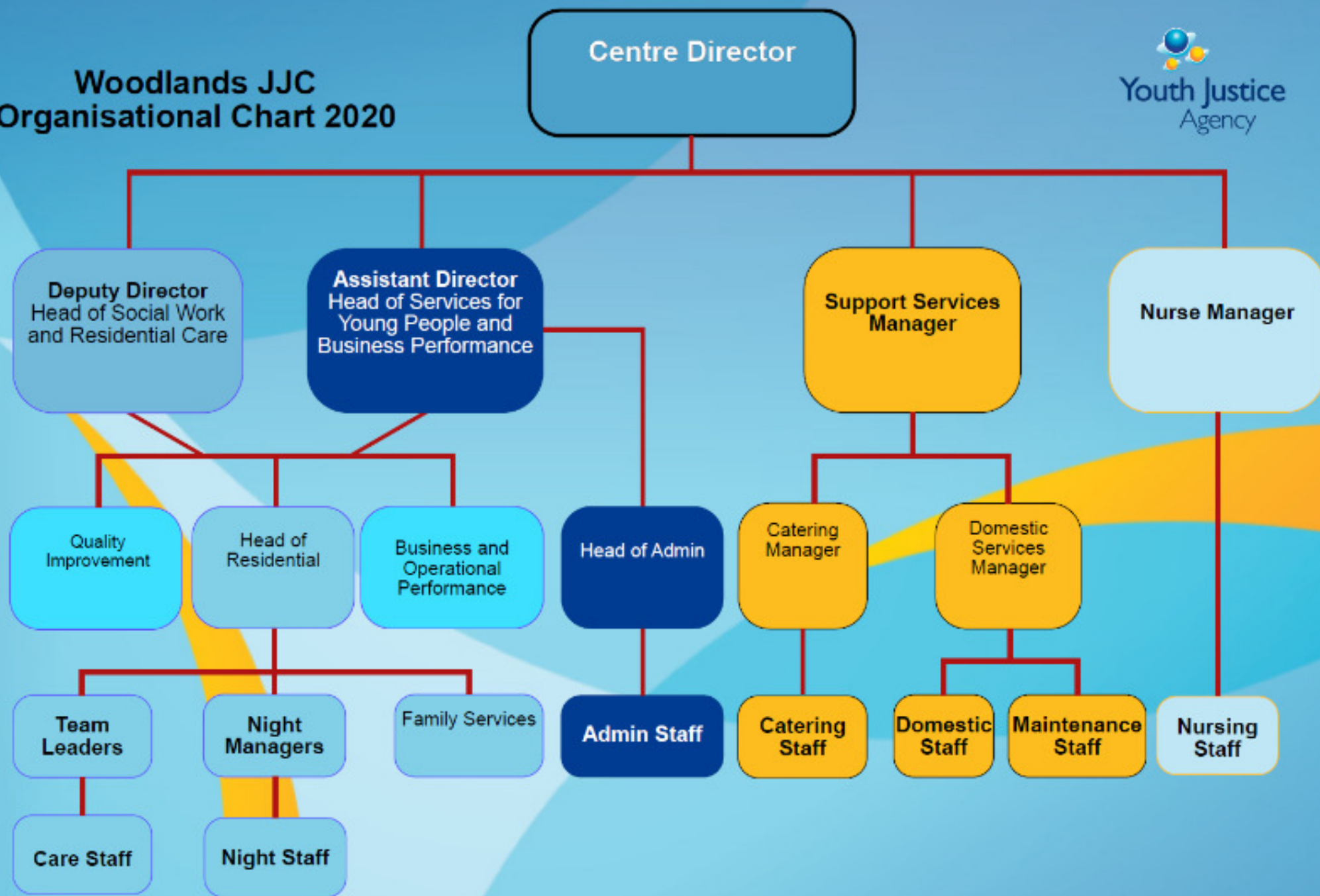
There are currently around 216 personnel employed by the YJA. The Chief Executive is directly accountable to the Minister for the Agency’s performance. They are supported in discharging the day to day responsibilities by a Management Board, which comprises:

- Director of Youth Justice Services
- Director of Custody
- Two Independent Board Members

### **Woodlands Juvenile Justice Centre**

Woodlands Juvenile Justice Centre (JJC) is Northern Ireland’s only custodial unit for young people. It provides a safe, secure and stimulating environment for up to 48 boys and girls between the ages of 10 and 17 placed in custody.

# Woodlands JJC Organisational Chart 2020



## **KEY RESPONSIBILITIES**

The post holder will be responsible for providing a professional catering service, ensuring that Woodlands, JJC standards are maintained.

The post holder will have a hands on involvement in the successful day to day running of the catering department.

The post holder will also help maintain the environmental health high hygiene rating, 5 stars on the door.

### **DUTIES AND RESPONSIBILITIES:**

Operational:-

- Preparation and service of food and beverages using appropriate methods as required by Woodlands to meet the requirements for the young people being held in custody, and the staff who provide care to these young people.
- To deal with special dietary needs by following the instructions of the catering manager. When the manager is not on duty, the post holder will liaise with the team leader or medical officer to meet the special dietary needs of the young person.
- Assist the catering manager with the compilation, distribution and collation of menus to meet the nutritional need and requirements of the young people in care.
- Maintain a professional, clean and hygienic kitchen, and carry out / assist and monitoring of such standards in compliance with food safety regulations and COSHH.
- Carry out cleaning duties as laid out by Safe Food Policy (Environmental Health) in order to maintain standards and prepare cleaning rotas and schedules.
- Carry out specialist cleaning duties which may be required.
- Ensure safe working practice at all times and support the implementation of best practices and policies.
- Inspect equipment, and report any faults immediately to the Catering Manager.
- Inspect kitchen and ensure all risks are currently managed.

#### Staffing and management:-

- Support and assist the catering manager in all aspects of the management of the kitchen.
- Liaise with young people and staff to establish good communication and promote input from children.
- Attend departmental and other operational support meetings as required.
- Actively participate in meeting training needs contained in the post holders Personal Development Plan.
- Advise catering assistants with queries they would have, try to improve their catering skills.

#### Financial:-

- To cook and prepare meals in accordance with the menu as to ensure the correct portion control as to prevent unnecessary wastage and excessive cost to the catering department. Also monitor all food products as to ensure that there is no unnecessary disposal of food products before the correct expiry date.
- To store all food correctly – as to prevent accelerated detrition that would cause the disposal of the original product and the reordering of the same.
- Advise catering management on means of improving the cost efficiency of meals.
- To use cleaning products in the recommended quantities.

#### Procurement:-

- Order products and issue supplies within Woodlands, JJC and maintain records of stores as required. ie:- food temperatures, delivery date, expiry date, quality of all food products delivered to kitchen.
- To assist with the receipt, unloading/loading of supplies and equipment and comply with food hygiene standards and Health & Safety procedures.
- Assist in maintaining adequate supplies of food at house unit level.
- Report shortages to catering manager and inform of new products needing to be ordered.

**The above list is not comprehensive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.**

## **TERMS AND CONDITIONS**

There are currently 2 permanent, full time vacancies.

Further appointments may be made from this competition should NICS positions become vacant which have the same eligibility criteria and similar duties and responsibilities.

### **Location**

The posts will be based at Woodlands Juvenile Justice Centre (JJC) Rathgael Road, Bangor. Due to the nature and duties of the role home working cannot be facilitated.

### **Salary**

Salary will be within the range £22,519 - £23,955 within which pay progression will be performance related. Starting salary will be at the minimum of the scale. If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

### **Allowances**

A Secure Unit Allowance is payable for this post.

Additional Premium Payments will apply where working at the weekend or on public or privilege holidays is required, in accordance with the NICS terms and conditions of service.

### **Pensions**

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at [www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni)

### **Holidays**

The annual leave year starts on 1 February and ends on 31 January of the following year. For staff joining YJA after the leave year has started, entitlement for the remainder of the year will be calculated on a pro-rata basis.

Annual leave entitlement for Catering Staff is calculated in hours. The successful candidate/s will be entitled to the equivalent of 185 hours rising to 222 hours after 5 years satisfactory service. In addition, successful candidates will be entitled to 88.8 hours public/privilege holidays as accrued.



## **Hours of Work**

The shift pattern for a Cook is based on a 37 hour week. The actual hours worked per week will vary as they will be calculated across your assigned shift cycle and will include weekends and public/privilege holidays. The current shift pattern is based on a four week cycle.

Shift start time is 9.00 am, finish time 5.00 pm, there may be some variation to the on occasions to meet emerging business needs at any given time.

A shift will start when you are on post and will end when you leave your post. Time spent travelling to and from your post is not included as part of your shift.

Shift patterns will change from time to time to meet operational need. Please see Annex A for example.

## **Travel**

The successful candidates must have access to a form of transport which will enable them to fulfil their responsibilities in full. Woodlands Juvenile Justice Centre is located in a remote area with limited, accessible public transport. Successful candidates must therefore ensure they are able to report for work as scheduled on the rota, which includes evenings, weekends and public holidays.

## **Vetting**

The successful applicants will be required to satisfy a pre-employment check undertaken by AccessNI in accordance with the Safeguarding Vulnerable Groups (NI) Order 2007.

For this post in the NICS the level of vetting is an Enhanced AccessNI check. All applicants must be prepared to be submitted to these checks as part of the recruitment process.

## **Probation**

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

## **Career Development**

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to

enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

### **Conflict of Interest**

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may contact Gillian McAllister at [Gillian.mcallister@justice-ni.gov.uk](mailto:Gillian.mcallister@justice-ni.gov.uk)

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net)

## ELIGIBILITY CRITERIA

Applicants must have, by the closing date for applications:

1. Level 3 NVQ – Diploma in Professional Cookery **OR** City & Guilds 705 or 706;

**AND**

2. 2 years' demonstrable experience in a Cook position in a professional capacity;

**AND**

3. A current Level 2 Food Hygiene qualification;

**AND**

4. Provide full education and employment history. See explanatory notes on page 13 for further details. As you are providing your employment history in this section, there is no requirement for you to complete the Employment History on Part 2 of the application form;

**AND**

5. Provide the names and addresses of two referees, one of which should be your current / most recent employer. (Referees should not be relatives, GP's or current employees of the Youth Justice Agency).

Applications will also be considered from applicants with relevant formal qualifications/professional membership considered by the selection panel to be of an equivalent or higher standard to those stated.

**Relevant or equivalent** qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.

Equivalent professional membership: give details of the professional membership held and reasons why you consider it to be equivalent to the membership required. The onus is on you to provide the panel with details of the professional membership so that a well-informed decision can be made.

## **EXPLANATORY NOTES FOR ELIGIBILITY CRITERION 4**

Applications must provide a full education and employment history on their application form. Please provide these details in chronological order starting with the most recent.

**Please note that should there be any gaps in your employment / education history\* your application WILL be rejected. Please include periods of non-employment to ensure there are no gaps within your history.**

For periods of education applicants must provide:

Date From: Month Year

Date To: Month Year

Name of School / College / University:

Course Studied:

Qualification obtained:

Date Qualification obtained: Month Year

For periods of employment applicants must provide:

Date From: Month Year

Date To: Month Year

Job Title:

Name of Employer:

Address of Employer:

Phone number of employer:

E-mail address of employer:

Reason for leaving:

For periods where applicants were not in education or employment:

Date From: Month Year

Date To: Month Year

Reason for not being in education or employment.

**\*Any periods of unemployment must also be detailed in your employment /education history\*.**

**Please note:**

- **You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.**
- **It is not sufficient to simply list your duties and responsibilities.**
- **The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.**
- **If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.**
- **The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.**
- **State clearly your personal involvement in any experience you quote. State "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.**
- **ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.**
- **The NICS Competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)**

## **ASSESSMENT PROCESS**

The selection process will include a competence based interview.

### **1. Leading and Communicating**

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

**Marks Available: 20**

### **2. Making Effective Decisions**

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned justifiable decisions.

**Marks Available: 20**

### **3. Changing and Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

**Marks Available: 20**

### **4. Managing a Quality Service**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.

**Marks Available: 20**

## **5. Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

**Marks available: 20**

**Total Marks Available: 100**

**Overall Pass Mark: 60**

### **COMPETENCE BASED INTERVIEWS**

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

No notes or personal documentation may be brought into the interview room.

### **INTERVIEWS**

It is intended that interviews for this post will take place in Woodlands Juvenile Justice Centre (JJC) Rathgael Road, Bangor during week commencing **25th July 2022**.

Candidates should note that due to current circumstances with COVID-19, social distancing measures will be put in place, however the use of video technology may be used as an alternative.

### **NICS COMPETENCY FRAMEWORK**

The selection process will assess candidates against the NICS competency framework at level 1.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

**It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.**



## GUIDANCE FOR APPLICANTS

### APPLICATION FORM

You can apply online at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

#### **Please note:**

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be submitted by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.
- Do not use acronyms, complex technical detail etc. State for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

#### **Help with making your application**

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-and-benefits-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email [info@niuse.org.uk](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077

## **GUIDANCE FOR APPLICANTS**

### **INTERVIEW PREPARATION**

**If this is your first experience of a competence-based interview, bear in mind that it does not require you to:**

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

**A competence-based interview does however require you to:**

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

**In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:**

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

## GENERAL INFORMATION

### **The Merit Principle**

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at [www.nicscommissioners.org](http://www.nicscommissioners.org).

### **NICSHR Privacy Notice**

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

### **Offers of Employment**

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

### **Changes in personal circumstances and contact details**

Please ensure HRConnect are informed immediately of any changes in personal circumstances. It is important that HRConnect have up to date contact details.

### **Transgender Requirements**

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

### **Merit List**

**HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed.** It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

### **Disability Requirements**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part

of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

### **Documentation**

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You should ensure that the required documents are readily available. Failure to provide the appropriate documentation when requested will result in your application being rejected.

### **Right to Work and Nationality Requirements**

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note **ALL** applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- (i) UK national; or
- (ii) National of a Commonwealth country; or
- (iii) National of the Republic of Ireland; or
- (iv) EEA nationals with settled status under the EU Settlement Scheme; or
- (v) Relevant EEA or Turkish nationals working in the Civil Service; or
- (vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- (vii) Certain family members of the relevant EEA & Turkish nationals

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’](#) here

Category v - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

Category vi - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your '[share code](#)' here. In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be request from HRConnect to support this;

'Family member of the relevant EEA or Turkish nationals' means:

- (i) That national's spouse\*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

\*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

Further guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

## **Security**

### 1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

- a) Your passport OR

- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via [www.gov.uk](http://www.gov.uk).

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

### **Enhanced Disclosure Certificate**

#### **Barred List Checks**

The Disclosure and Barring Service keeps two barred lists:

- people who are unsuitable for working with children
- people who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for anyone who is included on a barred list to work or seek work, in regulated activity. Candidates should be aware that by submitting an application form for this post, they are confirming there is no reason why they cannot work in regulated activity.

Must inform candidate if one or both barred lists are to be checked.

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

### **Equal Opportunity Monitoring Form**

**Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.**

For guidance on completing the Monitoring Form and to read the NICS Equal

Opportunities Policy Statement please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

**Applications from young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.**

**The Northern Ireland Civil Service is an Equal Opportunities Employer.**

All applications for employment are considered strictly on the basis of merit

### **Feedback**

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

**THIS INFORMATION PACK DOES NOT FORM PART OF  
CONDITIONS OF EMPLOYMENT**

Annex A

<b>4 Week JJC Cook Rota</b>						
<b>1</b>	<b>Monday</b>	<b>7.40</b>		<b>15</b>	<b>Monday</b>	<b>7.40</b>
<b>2</b>	<b>Tuesday</b>	<b>7.40</b>		<b>16</b>	<b>Tuesday</b>	<b>7.40</b>
<b>3</b>	<b>Wednesday</b>	<b>0.00</b>		<b>17</b>	<b>Wednesday</b>	<b>7.40</b>
<b>4</b>	<b>Thursday</b>	<b>7.40</b>		<b>18</b>	<b>Thursday</b>	<b>7.40</b>
<b>5</b>	<b>Friday</b>	<b>7.40</b>		<b>19</b>	<b>Friday</b>	<b>7.40</b>
<b>6</b>	<b>Saturday</b>	<b>7.40</b>		<b>20</b>	<b>Saturday</b>	<b>0.00</b>
<b>7</b>	<b>Sunday</b>	<b>7.40</b>		<b>21</b>	<b>Sunday</b>	<b>0.00</b>
<b>8</b>	<b>Monday</b>	<b>0.00</b>		<b>22</b>	<b>Monday</b>	<b>7.40</b>
<b>9</b>	<b>Tuesday</b>	<b>7.40</b>		<b>23</b>	<b>Tuesday</b>	<b>7.40</b>
<b>10</b>	<b>Wednesday</b>	<b>7.40</b>		<b>24</b>	<b>Wednesday</b>	<b>7.40</b>
<b>11</b>	<b>Thursday</b>	<b>7.40</b>		<b>25</b>	<b>Thursday</b>	<b>0.00</b>
<b>12</b>	<b>Friday</b>	<b>7.40</b>		<b>26</b>	<b>Friday</b>	<b>0.00</b>
<b>13</b>	<b>Saturday</b>	<b>0.00</b>		<b>27</b>	<b>Saturday</b>	<b>7.40</b>
<b>14</b>	<b>Sunday</b>	<b>0.00</b>		<b>28</b>	<b>Sunday</b>	<b>7.40</b>