



**HM PRISON
SERVICE**

Public Sector Prisons

MINIMUM ELIGIBILITY REQUIREMENTS

AGE

At the time of appointment you must be between 18 and up to 62 years of age.

UNDISCHARGED BANKRUPT

You must not be an undischarged bankrupt.

EYESIGHT STANDARD

If your vision is corrected it must meet Snellen 6/12 or better in each eye.

NATIONALITY

You must be a British or Commonwealth Citizen, a British Protected Person, an EU national or a national of Iceland, Norway, Liechtenstein or Switzerland. Some EU family members, who are not themselves EU members, may also qualify. All candidates must be free from immigration control and indefinite leave to remain in the UK. For some posts candidates may be required to have been resident in the UK for 3 years.

MEMBERSHIP OF RACIST GROUPS AND ORGANISATIONS

You must not be a member of a group or organisation that the Prison Service considered to be racist.

PHYSICAL FITNESS

You will be required to pass a medical examination and a fitness test.

GUARANTEED INTERVIEW SCHEME FOR DISABLED PEOPLE

The Prison Service operates a guaranteed interview scheme for disabled people (as defined by the Disability Discrimination Act 1995) who meet the minimum criteria for appointment. If you wish to apply for consideration under the scheme, please complete the appropriate section of the application form. In addition, if you require any special arrangements, if invited to the assessment centre, please let the administrator know.

PRE-APPOINTMENT CHECKS

If you are recommended for appointment, a number of enquiries will be carried out into your nationality, health and other matters. This will include our checking databases, such as the Electoral Register to help confirm your identity and also checking if you have a criminal record. To enable these enquiries to be completed you will need to provide your original birth certificate and/or passport.

CRIMINAL RECORDS BUREAU CHECK

If your post involves contact with children under 18 years of age it will be subject to a standard or enhanced disclosure being obtained from the Criminal Records Bureau. This is a check to ensure you are a suitable person to work with children.

DECLARATION OF FREEMASON MEMBERSHIP

Your appointment will be conditional upon your declaring any membership of the Freemasons.

OTHER USEFUL INFORMATION

WORKING HOURS

As a Prison Officer you will be expected to work a variety of shifts, including nights, weekends and some long days. Normal weekly working hours average 39 hours over the shift cycle, net of meal breaks. For additional hours worked, time off in lieu is given.

PART-TIME AND JOB SHARING

Opportunities do exist for staff to work on a part-time or job-share basis. If you wish to be considered on either basis, please indicate this by ticking the appropriate box on the application form.

PENSION

New entrants to the prison service will have a choice of two schemes under the Civil Service Pension arrangements:

Premium Pension Scheme: This is based on your final years of service. Contributions made by staff will be 3.5% of pay.

Partnership Pension Account: This pension account provides a way of saving for your retirement. Your employer will make contributions on your behalf to a stakeholder pension, which is a form of personal pension. The employer contribution will vary according to your age at the beginning of the tax year. You may decide how much you want to contribute, but you do not have to contribute anything. If you do contribute, your employer will match your contributions up to a maximum of 3% of pensionable earnings.

Further information on these schemes will be made available on appointment.

EQUAL OPPORTUNITIES

The Prison Service is an equal opportunities employer. We welcome applications from candidates regardless of ethnic origin, religious belief, gender, sexual orientation, disability or any other irrelevant factor.