#

**EQUAL OPPORTUNITIES MONITORING FORM**

**IMPORTANT – Please read the following statement:**

As an equal opportunities employer, Hull and East Yorkshire Mind aims to ensure that no applicant receives less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, sexual orientation, marital status, disability or age. To assist Hull & East Yorkshire Mind to monitor the effectiveness of its Equal Opportunities Policy, you are asked to provide the information below.

PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Surname (Mr/Mrs/Miss/Ms): | Forenames: | Preferred Name: |
| Previous Name(s) (for obtaining references only):  |
| Address:Post Code:  | Work tel no:  |
| Home tel no:  |
| Mobile No:  |
| Email address:  |
| Date of Birth:  | Age last Birthday:  |

**GENDER**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male |  | Female |

**MARITAL STATUS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Married |  | Single |
|  | Separated |  | Living with partner |
|  | Divorced |  | Civil partnership |
|  | Prefer not to say |  | Widowed |

**ETHNIC ORIGIN**

**Which of the following groups to you feel most adequately describes your ethnic origin?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | White British |  | Asian or Asian British – Bangladeshi |
|  | White Irish |  | Other Asian background |
|  | Other White Background |  | Black or Black British – Caribbean |
|  | Mixed – White & Black Caribbean |  | Black or Black British – African |
|  | Mixed – White & Black African |  | Other Black background |
|  | Mixed – White & Asian |  | Chinese |
|  | Other mixed background |  | Other ethnic background |
|  | Asian or Asian British – Indian |  | Unknown |
|  | Asian or Asian British - Pakistani |  | Prefer not to say |

NATIONALITY

|  |
| --- |
| Please state your Nationality: Do you require a work permit to work in the UK? YES / NO (please delete as appropriate) |

**SEXUAL ORIENTATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Heterosexual |  | Gay / lesbian |  | Bisexual |  | Prefer not to say |

**RELIGIOUS BELIEFS**

To which of the following religions, bodies or belief systems, if any, do you belong or affiliate with?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Christian (including Church of England, Catholic, Protestant and all other Christian denominations |  | Muslin |
|  | Sikh |
|  | Buddhist |  | I have no religious beliefs |
|  | Hindu |  | Other (please state) |
|  | Jewish |  | Prefer not to say |

**DISABILITY/MEDICAL CONDITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| *The Disability Discrimination Act (1995) refers to a disability as a physical or mental impairment, which has a substantial and long-term (more than 12 months) adverse effect on a person’s ability to carry out normal day to day activities.*To ensure that disabled people compete fairly for jobs at Hull and East Yorkshire Mind, it would be helpful if you could answer the following question: | Do you consider yourself to be disabled / have a disability as defined to the left or, if you do not consider yourself to be disabled, do you have any long term health related condition that impacts on your ability to carry out normal day to day activites?  |  | YES |
|  | NO |
|  | Prefer not to say |

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| If you are successful, will this be your only job? If “no” state weekly hours and nature of additional work. | **YES / NO**(delete as appropriate  |
| What period of notice are you required to give? |  |
| How did you first find out about this job? Please state publication or website if applicable |  |

**REFERENCES**

|  |
| --- |
| Please give the names and addresses of two referees who can comment on your suitability for the post and who have consented to provide a reference on your behalf. One should be your current employer or, if unemployed, your most recent employer.  |
| Present or most recent employerName:  |  |
| Position of above named: |  |
| Capacity in which known to you: |  |
| Name and address of organisation: |  |
| Telephone:  |  | Email address: |  |
| Can we contact this referee before interview? YES / NO (delete as appropriate) |

|  |  |
| --- | --- |
| Second refereeName:  |  |
| Position of above named: |  |
| Capacity in which known to you: |  |
| Name and address of organisation: |  |
| Telephone:  |  | Email address |  |
| Can we contact this referee before interview? YES / NO (delete as appropriate) |

**CRIMINAL RECORD DISCLOSURE INFORMATION AND DECLARATION**

Hull and East Yorkshire Mind require all workers to be subject to an Enhanced CRB Disclosure. Any information you provide under this section will not be seen by the selection panel until after applicants have been short-listed.

REHABILIATION OF OFFENDERS ACT 1974

|  |
| --- |
| You are asked to note the following statement carefullyBecause of the nature of work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Order 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Hull & East Yorkshire Mind. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.  |
| Have you been convicted of a criminal offence, or do have a prosecution pending?YES / NO (please delete as appropriate) |
| If **“YES”**, please state below the date and nature of offence for which you were convicted.***I have read the above statement, understood it and entered any relevant details above.***Signed: ………………………………………..… (Applicant) Date:  |

WORKING WITH VULNERABLE ADULTS AND/OR CHILDREN

|  |
| --- |
| You are asked to note the following statement carefullyBecause your application relates to work with vulnerable people you must declare any prior abuse convictions and whether you have ever been the subject of any abuse investigation or enquiry. Please state below any convictions/investigations, their date and the investigating body. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Hull & East Yorkshire Mind. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. |
| Do you have any abuse convictions or have you ever been the subject of any abuse investigation or enquiry? YES / NO (please delete as appropriate) |
| If **“YES”**, please state below the date and nature of offence for which you were convicted.***I have read the above statement, understood it and entered any relevant details above.***Signed: ………………………………………..… (Applicant) Date:  |

|  |
| --- |
| **Declaration****I declare that the information I have provided in all parts (1, 2 and 3) of this application form is complete and accurate to the best of my knowledge. I accept that any false statement or omission of relevant information may lead to the withdrawal of any offer of appointment or to my being dismissed if appointed to the post.****I also agree to the information contained in this application being processed under the Data Protection Act 1988.****Signed: ……………………………………………….………… Date:** |

IMPORTANT REMINDER: You must complete all parts of the three sections. We do not accept CV’s either on their own, or accompanied by a partly completed application form.

Please note, if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.