Equal Opportunities Monitoring Form

Applicant Reference:

Job Reference:

Job Title:

Group:

Service:

'Pursuing equal opportunities and diversity'

We want to make sure that our equal opportunities policy is working, so we need you to fill in this part of the form to help us do this. We hope you don't mind us asking for this personal information but we have a legal duty to monitor information on equal opportunities.
The information requested in the Equal Opportunities and Monitoring form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The Application Form is separated from this form when we receive your form, and given to the recruitment panel for shortlisting.
If you require this Application Form in Braille, audio tape, large print or accessible format please contact 0191 433 2256.

Confidential

What is your title?

☐ Mr ☐ Mrs ☐ Miss ☐ Ms
☐ Other (please give details)

What is your name? (First names and surname)

Do you have any previous surnames?

What is your National Insurance number?

What is your address and postcode?

Address

Postcode

What is your home phone number?

What is your mobile number?

What is your work phone number? (if convenient)

What is your date of birth?

What is your sex?

☐ Male ☐ Female

Please give any other addresses you have lived at in the last five years.
(Attach a separate sheet if necessary)

Teachers Only- What is your DCSF (formerly DFES) number:

Are you being paid an occupational pension?

☐ Yes ☐ No

If Yes, what type?

☐ Teacher
☐ Private
☐ Local Government Pension Scheme
☐ Other Public Service

What is your ethnic group?
How would you describe yourself?

White

☐ British ☐ Irish
☐ Any other White background

Mixed

☐ White and Black Caribbean
☐ White and Black African
☐ White and Asian
☐ Any other mixed background

Asian or Asian British

☐ Indian ☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background

Black or Black British

☐ Caribbean ☐ African
☐ Any other Black background

Chinese

☐ Chinese
☐ Other

Do you have a disability as defined in the Equalities Act 2010 below:
'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.'

☐ Yes ☐ No

What is your Religion or Belief?

☐ Buddhist ☐ Christian
☐ Hindu ☐ Jewish
☐ Muslim ☐ Sikh
☐ No Religion ☐ Prefer not to say
☐ Other

What is your sexual orientation?

☐ Gay Woman/Lesbian ☐ Bi-sexual
☐ Heterosexual/Straight ☐ Gay Man
☐ Prefer not to say

How did you find out about this job?

☐ Council's Jobs Bulletin
☐ Gateshead Council's Website
☐ Job Centre
☐ Kiosk
☐ Local Press
☐ Mobile Phone text alerts
☐ National Press
☐ Sector 1
☐ Word of mouth
☐ Specialist Press, please state which?

Are you related to any councillors or senior employees of the Council? The Council may disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment within the Council.

☐ Yes ☐ No

If Yes, please give details below.

Name

Relationship

Position or job title

Please give any dates you are not available for interview

Application form
Confidential

Job Reference:		**Applicant Reference:**	
Group:		**Service:**	

Please do not include a CV as it will not be considered.

Educational and all relevant qualifications (Most recent first)

Qualifications	Grade	Year Achieved

Other courses you have been on that are relevant to your application (within the last three years)

Name of course	Course details	Course Provider	Year achieved

Membership of organisations that are relevant to your application

Name of organisation	Level of membership	Year you joined

Employment history <u>including gaps in employment</u> (present or most recent first). You must provide a reason as this will form part of the interview process. (Please use a separate sheet if necessary)

Name, address and telephone no. of employer or school/LA Age range taught & NOR	Job	Dates		Pay	Reason for leaving/gap in employment	**Office use only**
		From MM/YY	To MM/YY			**Leaving reason verified**
Example ***Unemployed – full time mum***	***NA***	***07/00***	***09/10***	***NA***	***Full time mum***	

Please give details of your main duties and responsibilities in your present or most recent job. (Please use a separate sheet if necessary.)

Main duty/Responsibility	Details

Please explain how your experience, skills and knowledge meet the key tasks and competencies of the job you have applied for. (Please use a separate sheet if necessary.)

Knowledge, skill or experience	Give examples of how you meet the key tasks and competencies of the post

General

Do you have a current driving licence? ☐ Yes ☐ No

If we offered you the job, when would you be able to start work with us? ☐

How much notice would you have to give your present employer? ☐ weeks ☐ months

Please complete the following question if the post you are applying for involves any work with children & vulnerable adults.

Are there any restrictions regarding your suitability to work with children and/or vulnerable adults? ☐ Yes ☐ No

If you have answered yes to the above, please give details:

Are there any restrictions regarding your right to work in the UK? ☐ Yes ☐ No

If you have answered yes to the above, please give details:

References

Please give details of two referees. If you are working or have just finished working, one referee should be your present/most recent employer. If you are in, or have just finished, full time education, one referee should be from your school or college. We may also take references from any of your past employers and may also follow up written references by phone. We will take references before we interview you.

Referee's name:	Referee's name
Referee's position:	Referee's position
Address:	Address:
Phone:	Phone:
Email:	Email:
Type of reference (such as employment or academic):	Type of reference (such as employment or academic):
Office use only: Reference verified	**Office use only: Reference verified**

Disclosure

This job may be exempt from the Rehabilitation of Offenders Act 1974. If it is exempt, this means we have to contact the Criminal Records Bureau for a 'Disclosure'. If this is the case, we will give you more details if we ask you to come in for an interview.

We will use this part of the form to help us short-list people for interview. If you withhold or give false information, or fail to give the information we ask for, we could disqualify you from applying for other jobs or dismiss you if we have already appointed you.

Declaration

As far as I know, the information I have given is correct.

Your signature ☐ Date ☐