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| **Section 1A PERSONAL DETAILS / EQUAL OPPORTUNITIES MONITORING FORM** |

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| **Ref. No.****OFFICE USE ONLY** |  |
| **I WOULD DESCRIBE MY ETHIC ORIGIN AS:**Mixed White & Black Caribbean | [ ]  | Bangladeshi | [ ]  | Any Other Chinese background | [ ]  |
|  |  |  |  |  |  |
| Mixed White & Black African | [ ]  | Any other Asian background | [ ]  | White British | [ ]  |
|  |  |  |  |  |  |
| Mixed White & Asian | [ ]  | Caribbean | [ ]  | White English | [ ]  |
|  |  |  |  |  |  |
| Any other mixed background | [ ]  | African | [ ]  | White Irish | [ ]  |
|  |  |  |  |  |  |
| Indian | [ ]  | Any other Black background | [ ]  | White Scottish | [ ]  |
|  |  |  |  |  |  |
| Pakistani | [ ]  | Chinese | [ ]  | White Welsh | [ ]  |
|  |  |  |  |  |  |
|  |  |  |  | Any other White background | [ ]  |
|  |  |  |  |  |  |
| Other (Please Specify) |       |
|  |  |  |  |  |  |
| **I WOULD DESCRIBE MY SEXUAL ORIENTATION AS:** |  |  |
|  |  |  |  |  |  |
| Bisexual | [ ]  | Gay | [ ]  | Heterosexual | [ ]  |
|  |  |  |  |  |  |
| Lesbian | [ ]  | Declined to specify | [ ]  |  |  |
|  |  |  |  |  |  |
| **I WOULD DESCRIBE MY RELIGION AS:** |  |  |
|  |  |  |  |  |  |
| Agnostic | [ ]  | Atheist | [ ]  | Buddhist – Hinayana | [ ]  |
|  |  |  |  |  |  |
| Buddhist – Mahayana | [ ]  | Christian – Orthodox | [ ]  | Christian – Protestant | [ ]  |
|  |  |  |  |  |  |
| Christian – Roman Catholic | [ ]  | Confucianism | [ ]  | Hinduism | [ ]  |
|  |  |  |  |  |  |
| Islam – Shiite  | [ ]  | Islam - Sunni | [ ]  | Judaism – Hassidic | [ ]  |
|  |  |  |  |  |  |
| Judaism – Orthodox | [ ]  | Judaism – Reformed | [ ]  | Shintoism | [ ]  |
|  |  |  |  |  |  |
| Sikhism | [ ]  | Taoism | [ ]  | Declined to specify | [ ]  |
|  |  |  |  |  |  |
| Other (Please Specify) |       |
|  |  |  |  |  |  |

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| **My age is:** |       |  **Date of Birth:**       |  |  |

**My Gender is:**  **Male** [ ]  **Female**  [ ]  **Transgender** [ ]

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| The Equality Act 2010 defines disability as: *“A person has a disability if he or she has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.”*Based on the above, do you consider yourself to have a disability? **YES** [ ]  **NO**  [ ]  |
|  |  |
| If YES, please state what the disability is: |       |
| If you are shortlisted for this vacancy we will ask you if you have any special requirements to assist you to attend the selection process and to be assessed. |

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| **Section 1B PERSONAL DETAILS / EQUAL OPPORTUNITIES MONITORING FORM** |

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| **POSITION APPLIED FOR** |       | **Ref No** |       |
|  |  |  |  |  |  |
| **Last Name** |       | **Title** |       | **First Names** |       |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Permanent Address** |       |
|  |  |  |
|  |  |       |
|  |  |       |
|  |  | **Postcode** |       |  |  |
|  |  |  |  |  |
| **Home Tel. No**. |       | **Works Tel. No.** |       |  |
|  |  |  |  |  |  |
| **Mobile Tel. No**. |       | **National Insurance No.** |       |
|  |  |  |  |  |  |
| **E-mail address** |       |  |
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| How did you become aware of this vacancy? |       |

Are you currently employed by Metro? YES / NO |

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| **The Personal Details and Equal Opportunities Monitoring Form MUST be returned with the application form** |

(i) Metro values the diversity that exists in our area and our aspiration is to reflect this diversity in our workforce. Metro will ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origins, religion, politics, age, marital status, disability or any other factor irrelevant to the job. Metro will not tolerate any form of harassment, bullying or intimidation.

(ii) Our application form has been designed to promote equality of opportunity. This section will be detached from the rest of the application form and will be used to monitor the effectiveness of the Metro equal opportunity policy.



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| **APPLICATION FOR EMPLOYMENT** |

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| **OFFICE USE ONLY** |  |

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| **SECTION 2- GENERAL INFORMATION** |
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| **Position applied for** |       | **Ref. No.** |       |
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| **NB: PLEASE NOTE THAT CV’S WILL NOT BE ACCEPTED AS PART OF THIS APPLICATION** |
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| **SECTION 3 – EDUCATION, TRAINING & QUALIFICATIONS***Please give details of all educational qualifications you have obtained from school, college, university etc.* ***Please start with the most recent****. If there is insufficient space to enter all of your qualifications please continue at the end of the form, clearly marking the additional information as “Section 2 – continued”.* |
| **FROM** | **TO** | **NAME OF ESTABLISHMENT** | **EXAMINATIONS TAKEN** | **GRADE** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
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|       |       |       |       |       |
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| **Do you hold a current full driving licence?**  | **YES** | [ ]  | **NO** | [ ]  |
|  |  |  |  |  |  |  |
| **Do you have any endorsements?** | **YES** | [ ]  | **NO** | [ ]  |
|  |  |  |  |  |  |  |
| **If YES, please give details** |       |
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| **SECTION 4 – EMPLOYMENT DETAILS****Present, or if unemployed, latest job:** |
| **JOB TITLE** | **EMPLOYER’S NAME** | **FROM/TO** | **NOTICE REQUIRED/IF UNEMPLOYED, REASON FOR LEAVING** |
|       |       |       |       |
| **Brief Description of Duties:**       |
| **Current or Last Salary:** |       |

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| **Previous Appointments:** |
| **JOB TITLE** | **FROM/TO** | **EMPLOYER’S NAME** | **MAIN RESPONSIBILITIES** | **REASON FOR LEAVING** |
|       |       |       |       |       |
|       |       |       |       |       |
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| **SECTION 5 – EXPERIENCE AND ACHIEVEMENTS**Please give details of any experience, achievements and any other information in support of your application for this vacancy. Against the criteria in the person specification we would expect to see a detailed explanation of a relevant example showing **what you achieved; the part you played; the extent to which the skill was demonstrated; or the qualification gained. Please use additional sheets as necessary.** |
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| **SECTION 6 – REFERENCES**Please give the names and addresses of two referees, one of which must be your most recent employer. If you are in or have just completed full time education, one reference should be from your school or college. References from relatives will not normally be acceptable. |
| **Reference 1** | **Reference 2** |
| **Name:** |       | **Name:** |       |
| **Job Title:** |       | **Job Title:** |       |
| **Address:** |       | **Address:** |       |
| **Tel. No.** |       | **Tel. No.** |       |
| **Email** |  | **Email** |  |
| References will not be requested until an offer of employment has been made. Please tick the box to confirm that you give your permission for Metro to contact your referees.[ ]  **I give permission for Metro to contact the references listed above.** |

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| **SECTION 7 – CRIMINAL CONVICTIONS** (Your post may require a CRB check, this will be confirmed in the enclosed letter if applicable). |
| **Have you any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?****YES** [ ]  **NO** [ ]  |
| **If YES, please briefly describe the offence(s).** |
|       |

The information I have provided is correct to the best of my knowledge and belief. I understand that deliberately giving false or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.

NB: Canvassing of members or officers of Metro directly or indirectly in conjunction with this application will disqualify the candidate.

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNED |       | DATE |       |

This application form should be returned to: recruitmentmetro@nexus.org.uk or alternatively by post to the H.R. Department, Metro Depot, Cheswick Drive, Gosforth, Newcastle upon Tyne, NE3 5DG. **Please ensure you use the correct postage.**

