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| Recruitment and Staff Monitoring Form |  |

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| **Application Number:** |  | (For office use only) |
| **Post Title:** |  | Please refer to the vacancy advertisement |
| **Department:** |  |

West Buckland School is committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job.

Completion of this form will help us to ensure that our policy and procedures are effective in avoiding discrimination, and in promoting equal opportunities in recruitment. The information that you provide will be used for monitoring and for statistical data purposes, and will form the basis of the personnel record for the successful candidate. This information *will not* be seen by those involved in the shortlisting process.

Please help us, by completing the following questions and returning the form to us using a separate envelope marked for the attention of the HR Department:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Last Name / Family Name:** |  | | | | **Date of Birth:** | |  | |  |
| **First Name(s):** |  | | | | | | | |
| **Nationality:** |  | | | | | | **Do you require permission to work in the United Kingdom?**  Yes  No | |
| **Gender:** | Male  Female | | | | | | | |
| **I would describe my ethnic origin as:** | | | | | | | | |
| **White:** | | **Asian or Asian British:** | | | | **Mixed:** | | |
| British | | Indian | | | | White and Black Caribbean | | |
| Irish | | Pakistani | | | | White and Black African | | |
| Any Other White Background, please specify | | Bangladeshi | | | | White and Asian | | |
|  | | Any Other Asian Background, please specify | | | | Any Other Mixed Background, please specify | | |
| **Black or Black British:** | |  | | | |  | | |
| Caribbean | | **Chinese or Other:** | | | |  | | |
| African | | Chinese | | | |  | | |
| Any Other Black Background, please specify | | Any Other Background, please specify | | | |  | | |
|  | |  | | | |  | | |
| **Have you ever been convicted of a criminal offence?**  Yes  No | | |  | | | | | |
| **Are there any criminal proceedings pending against you?**  Yes  No | | | If you have ever been convicted of a criminal offence, or there are any criminal proceedings pending against you, then please refer to the section labelled Criminal Convictions Declaration on the Application Form. | | | | | |
| **Do you consider yourself to have a disability?**  *The Disability Discrimination Act states that a disabled person is someone who has a physical or mental impairment which has a substantial, adverse and long-term (usually 12 months or greater) effect on their ability to carry out day to day duties. If your impairment would have a substantial effect on you without medication, then this part of the definition would be satisfied - this excludes glasses or contact lenses. Please note that cancer, HIV, multiple sclerosis, are automatically classed as a disability from the day of diagnosis.*  Yes  No | | | | | | | | |
| If you consider yourself to have a disability, then please state the type of disability that affects, or has affected, your ability to carry out any aspect of your job. | | | |  | | | | |
|  | | | | | | | | |
| If you consider yourself to have a disability, then, based upon your past experience, what equipment or reasonable adjustments do you require to help you carry out your work? | | | |  | | | | |
|  | | | |  | | | | |
| **Where did you see this vacancy advertised? (Give name)** | | | | | | | | |
| National Press, please specify which | | | |  | | | | |
| Local Press, please specify which | | | |
| Web Site, please specify which | | | |
| Ethnic Minority Media, please specify which | | | |
| Other source, please specify which | | | |
| **Are you currently employed by West Buckland School?**  Yes  No | | | | If Yes, then please specify your Department | | | |  |