## **EQUAL OPPORTUNITIES MONITORING FORM**

Community Learning Partnerships policies on equal opportunities are in line with current legislation and require that recruitment and selection procedures are fair to everyone and that applicants are judged only on their ability to do the role in which they are applying. To ascertain whether the aims of the policy are being achieved Community Learning Partnerships needs to record certain personal details about the people who apply for positions within the organisation.

The following sets out categories for monitoring ethnicity. We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your ethnicity.

Community Learning Partnerships assures you that any information you provide here will only be used to monitor the effectiveness of our policies and will remain confidential to our Senior Executive –Business Management/HR.

### Monitoring questions:

#### How would you describe yourself?

Choose ONE section from A to E, and then check/tick the appropriate box

A  Asian or Asian British

Bangladeshi

Indian

Pakistani

Any other Asian background, please write in box .......................

B  Black or Black British

African

Caribbean

Any other Black background, please write in box .......................

C  Chinese or other ethnic group

Chinese

Any other, please write in box .......................

D  Mixed Heritage

White and Asian

White and Black African

White and Black Caribbean

Any other Mixed background, please write in box ......................

E  White

British

English

Irish

Scottish

Welsh

Any other White background, please state ………………………………………………………………………..

F  Prefer not to say

## **Disability monitoring**

To make positive changes, Community Learning Partnerships wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

What do we mean when we say disability?

* Do you have a physical or mental impairment?
* Is it long term?
* Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

### Monitoring questions:

#### Do you consider yourself to have a disability or a long-term health condition?

Yes  No

#### What is the effect or impact of your disability or health condition?

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

**What special requirements or reasonable adjustments would be required to support you?**

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact us.

Community Learning Partnerships is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisation.

Community Learning Partnerships gives a commitment that this information will remain confidential within HR.

## **Gender monitoring**

Concentrations of either men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring that all employees have access to the same opportunities and Community Learning Partnerships is committed to work at achieving this.

### Monitoring question:

#### Would you describe yourself as:

Male  Female  Prefer not to say

Community Learning Partnerships will only use this information for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you.

## **Age monitoring**

We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. Greater experience does not always associate itself with greater ability and neither does older age and inability to learn new skills. By monitoring age we seek to uncover these and other assumptions in the way we work in Community Learning Partnerships.

To help us confirm your age please state your date of birth.

### Monitoring question:

What is your Date of Birth?

--/--/---- (dd/mm/year)

## **Religion and belief**

Whether or not you have a religion and what you do or don’t believe in is likely to make a difference to you and how you perceive the world. These perceptions are carried across into our workplaces.

Community Learning Partnerships is committed to ensuring fairness and equal access to all employees whatever their faith or beliefs.

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance, furthermore we acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended.

### Monitoring question:

#### Please tick the box that best describes you:

Buddhist

Christian

Hindu

Jew

Muslim

Sikh

Other Religion or Belief (please state) ............................

No Religion

Prefer not to say

**Rehabilitation of offenders declaration**

**Disclosure of criminal convictions, cautions or bind-overs**

Candidates are required to disclose details of all criminal convictions, cautions or bind-over orders that are not spent. You must disclose all such matters but you can be assured that only those deemed relevant to the appointment will be considered.

Please complete either section a, or b of the following declaration as appropriate, and return it along with your application form.

Failure to complete this form, or to disclose any convictions, cautions or bind-over orders, may result in an offer of appointment being withdrawn, or dismissal following appointment.

This information will be treated with the utmost confidence.

1. I declare that I have no criminal conviction, cautions or bind-over orders to disclose.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I declare below details of convictions, cautions or bind-over orders as follows:

|  |  |  |
| --- | --- | --- |
| Date of Offence | Nature of Offence | Outcome |
|  |  |  |
|  |  |  |
|  |  |  |

**Rehabilitation of offenders – guidance notes**

The Rehabilitation of Offenders Act 1974 provides that certain convictions shall be regarded as “spent” after specified periods of time have elapsed. You do not need to disclose convictions that are “spent” at the date you sign the application form.

**You are required to disclose all unspent convictions. Details of relevant convictions and time periods are as follows.**

|  |  |
| --- | --- |
| **Sentence** | **Rehabilitation Periods** |
| Imprisonment, or youth custody or detention in a young offenders’ institution or corrective training for a term exceeding six months but not exceeding thirty months | 10 years |
| Imprisonment, or youth custody or detention in a young offenders’ institution or corrective training for a term not exceeding six months | 7 years |
| Imprisonment of six months or less | 7 years |
| Borstal training | 7 years |
| A fine or other sentence (e.g. a community service order) for which no other rehabilitation period is prescribed | 5 years |
| Absolute discharge | 6 months |
| Probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Persons Acts (and their equivalents in Scotland) | 1 year, or until the order expires (whichever is the longer) |
| Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces | 10 years |
| Simple dismissal from the armed forces | 7 years |
| Detention by the armed forces | 5 years |
| Detention by direction of the Home Secretary:  Period exceeding six months but not exceeding thirty months  Period not exceeding six months  Detention Centre order not exceeding six months  Remand home order, an improved school order or an attendance centre order  Hospital Order under the Mental Health Acts | 5 years  3 years  3 years  Period of the order + a further year after the order expires  Period of the order + a further 2 years after the order expires (minimum of 5 years from the date of conviction) |

The information you provide will be treated as strictly confidential and used only in relation to the appointment for which you are applying.

Disclosure of a conviction does not necessarily mean that you will not be appointed. Community Learning Partnerships will consider whether the offence is one which would make an applicant unsuitable of the type of work to be done.

**PLEASE NOTE THAT SOME POSTS ARE SUBJECT TO A DISCLOSURE AND BARRING SERVICE (DBS) CRIMINAL CHECK.**

**Please complete and return this form with your application. All information given will be kept confidential and will only be considered in relation to the post.**