

# Equal Opportunities Monitoring Form

**CONFIDENTIAL**

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the General Data Protection Regulation (GDPR) (EU/2016/679) which forms part of the replacement for the DPA 1998.

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| **EQUALITY AND DIVERSITY MONITORING** | | | | | | | | | | | | | | | | | | | |
| Name | |  | | | | | | | | Date of Birth | | | |  | | | Age |  | |
| Vacancy Title | |  | | | | | | | | | | Post Reference | | | |  | | | |
| Sex | Male | |  | Female |  | Transgender | | |  | | Prefer not to say | | | |  | | | | |
| **ETHNICITY** | | | | | | | | | | | | | | | | | | | |
| White British – English Welsh Northern Irish Scottish (WBRI) | | | | | | |  | Mixed – White and Black Caribbean (MWBC) | | | | | | | | | | |  |
| White – Irish (WIRI) | | | | | | |  | Mixed – White and Black African (MWBA) | | | | | | | | | | |  |
| White – Gypsy / Irish Traveller (OOTH) | | | | | | |  | Mixed – White and Asian (MWAS) | | | | | | | | | | |  |
| White – Other white Background (WOTH) | | | | | | |  | Mixed – Other Mixed background (MOTH) | | | | | | | | | | |  |
| Asian or Asian British – Indian (AIND) | | | | | | |  | Black or Black British – Caribbean (BCRB) | | | | | | | | | | |  |
| Asian or Asian British – Pakistani (APKN) | | | | | | |  | Black or Black British – African (BAFR) | | | | | | | | | | |  |
| Asian or Asian British – Bangladeshi (ABAN) | | | | | | |  | Black or Black British – Other black background  (BOTH) | | | | | | | | | | |  |
| Asian or Asian British – Chinese (CHNE) | | | | | | |  | Other – Arab (OOTH) | | | | | | | | | | |  |
| Asian or Asian British – Other Asian Background (AOTH) | | | | | | |  | Other – Please state | | | | |  | | | | | | |
| Prefer not to say (REFU) | | | | | | |  |  | | | | | | | | | | | |

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| **DISABILITY** | | | |
| If you have a disability and meet the minimum requirements for the post, we would offer you a guaranteed interview. The definition of disability (Equality and Human Rights Commission 2011) is ‘a person who has a physical or mental impairment which has substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.’ If you have a disability, we will make reasonable adjustments to help you in the recruitment process. Please contact our HR team at the time of application to alert us to your requirements. Arrangements we could make, for example, could include accessible parking, a sign language interpreter or large-print computer software. When we receive this information a member of the HR team will contact you as soon as possible after receipt of your application to discuss our recruitment process and any additional arrangements you may require.  **Do you wish to declare a disability for this purpose?** | | | |
| Yes |  | No |  |
| Prefer not to say |  |  | |
| **My disability is** | | | |
| Physical impairment |  | Sensory impairment |  |
| Mental Health Condition |  | Learning Disability / Difficulty |  |
| Long standing illness |  | Other |  |
| Prefer not to say |  |  | |

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| **RIGHT TO WORK IN THE UNITED KINGDOM**  *The Great Western Academy Trust is subject to legal duty under the Immigration, Asylum and Nationality Act 2006 to ensure that anyone to whom they offer employment has the right to work in the UK.* | | | | | |
| Are you eligible to work in the UK? | | Yes |  | No |  |
| Do you need a work permit to work in the UK? | | Yes |  | No |  |
| If YES, please give the date your current permit expires? |  | | | | |
| **You will be required to present original, photographic and valid evidence of eligibility to work in the United Kingdom if you are called to interview.** | | | | | |

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| **DISCLOSURE OF CRIMINAL BACKGROUND** | | | | |
| **The Great Western Academy Trust is committed to the safeguarding and promoting of the welfare of children, young people and vulnerable adults.**  **This appointment is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an Enhanced DBS with Barred List check in accordance with the requirements of the Disclosure and Barring Service (DBS), the Police Act 1997 and the Department for Education’s (DFE’s) Keeping Children Safe in Education guidance. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as “spent” under this Act and where applicable any disqualifications under the Childcare Act.**  **The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.**  **Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website (**[**https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)**). Please request a hard copy of this guidance from HR if you do not have internet access.**  **In the event of employment, failure to disclose an ‘unprotected’ conviction, caution or bind over could result in dismissal or disciplinary action by the Trust.** | | | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  **If YES, please provide details including dates.** | Yes |  | No |  |
|  | | | | |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **If YES, please provide details including dates.** | Yes |  | No |  |
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| Are you at present the subject of a criminal charge?  **If YES, please provide details including dates** | Yes |  | No |  |
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