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| **MONITORING EQUALITY AND DIVERSITY** |

**THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.**

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

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| **Gender** |
| Male  Female ￼￼￼￼  Is your gender identity the same as the gender you were assigned at birth?  Yes  No |

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| **Ethnic Origin** | | |
| **White** | British |  |
|  | Irish |  |
| Traveller of Irish Heritage |  |
| Gypsy/Roma |  |
| Polish |  |
| Other White European |  |
| Other White |  |
| **Mixed** | White and Black Caribbean |  |
|  | White and Black African |  |
| White and Indian |  |
| White and Pakistani |  |
| White and Bangladeshi |  |
| Other mixed |  |
| **Asian or Asian British** | Indian |  |
|  | Pakistani |  |
| Bangladeshi |  |
| Kashmiri |  |
| Other Asian |  |
| **Black or Black British** | Caribbean |  |
|  | African |  |
| British |  |
| Somali |  |
| Other black |  |
| **Chinese or other** | Chinese |  |
|  | Other ethnic group |  |
| Unknown |  |

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| **Religion/Belief** | | | |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | Other |  |
| Jewish |  | No Religion |  |

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| **Sexual Orientation** | | | |
| Bisexual |  | Gay |  |
| Heterosexual/Straight |  | Lesbian |  |

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| **Disability** |
| The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months)  Do you consider yourself to be disabled according to this definition?  Yes  No |
| This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification. |
| Please specify any arrangements we can make to assist you if you are invited for interview/assessment. |
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| **Caring Responsibilities** |
| Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?  Yes  No  If yes, please indicate who you provide such care for?  Adults (18 over)  Children |

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| Are you currently, or have you previously been employed by this organisation? | Yes  No | |
| If yes, please provide dates from and to and easons for leaving (if applicable): | Date from: |  |
| Date to: |  |
| Reason for leaving (if applicable): |  |

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| Are you related to a Councillor, Governor or senior officer of this organisation? | Yes  No | |
| If yes, please provide details: | Name: |  |
| Relationship to you: |  |

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| **Cautions & Convictions** | |
| Have you at any time received a caution or conviction that is not ‘protected@? | Yes  No |

If yes, please state;

As the role you are applying for is working with children and you have now been shortlisted for interview we require you to provide details of any criminal convictions in line with the Rehabilitation of Offenders Act including date of conviction and sentence imposed.

Do you have any previous offences? If so please give details

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| Nature of Offence/s (i.e. Conviction, caution, bind–over, reprimand, warning or allegation) | Offence/s | Date of Offence/s | Disposal (if known) |
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| **Dismissed** |
| Have you ever been dismissed from any employment for any reasons other than redundancy?  YES  NO  If YES please give details, including dates, reasons and employer. |

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| **DECLARATIONS** |
| I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.  I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge  I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.  **YES  NO** |

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| **Disclosure** |
| In line with the **Data Protection Act 1998**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.  We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.  I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data protection Act 1998 and subsequent legislation. |
| Signed: |

As part of our continuing safeguarding obligations, we will also carry out online searches on you as part of due diligence. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.

We will carry out this search only at the point of job offer.

If you have any objections to us carrying out online searches, please do denote this below leaving comments below as to your reasons for doing so. We can consider this as part of the process;-

I do not wish for you to carry out an online search on me as part of the application process.

Please provide details:

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| **Consent to process your data** |

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form. **Please note that the completion of this form is voluntary and is not part of your application. There is no requirement for you to provide the information requested on this form.**

**Important information regarding your consent**

1. We are ***Springfield Primary School and are the data controller.***
2. The person responsible for data protection within our organisation is Gemma Tyrer and you can contact them with any questions relating to our handling of your data. You can contact them by ***emailing*** [***gtyrer@springfieldprimary.net***](mailto:gtyrer@springfieldprimary.net)
3. We require the information we have requested on this form in order to fulfil our duties under the Equality Act 2010, namely for statistical and equal opportunity monitoring purposes. As part of our duties under the Equality Act 2010 we will share the information you provide with ***Trafford Council***
4. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraphs 2 and 4 above, unless a legal obligation should arise.
5. We shall retain the information you have provided on this form for a period of 6 months to enable equal opportunity monitoring to take place.
6. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
7. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
8. To read about your individual rights you can refer to our fair processing notice and data protection policies.
9. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Gemma Tyrer.If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-10 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
* Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-10 above ☐
* I agree to my personal data being shared as stated in paragraphs 2 and 4 above: Yes ☐ No ☐

1. [↑](#footnote-ref-1)