******

**EQUALITY OF OPPORTUNITY**

GUIDANCE NOTES

Southampton City Council is an Equal Opportunities Employer. Its aim is to ensure that it does not discriminate in the selection for employment or retention and promotion in employment against, or in favour, of any person on the grounds of their race or ethnic origin, marital status, sex, sexual
orientation, gender reassignment or religion, and shall actively promote ways of employing a higher proportion of disabled people amongst its workforce.

Within the Application Form you have been asked to indicate whether you are a disabled person.
Please read the following notes in conjunction with the application form.

Southampton City Council recognises its responsibilities in respect of disabled people and
undertakes to:

* comply with the employment provisions of the Disability Discrimination Act 1995;
* give disabled applicants full and fair consideration for all vacancies;
* provide, as practical, suitable facilities and accommodation for disabled people;
* provide full and fair opportunities in general for the training, career development
and promotion of disabled employees.

**To ensure that its Equal Opportunities Employment Policy is working and does not
discriminate, the Council supported by the Trade Unions considers it essential to keep up to
date information about job applicants. Accordingly all applicants are requested to complete
the information on ethnic origin which will be treated as strictly confidential and used for statistical purposes only.**

**To help you complete the ethnic information the following categories apply:**

#### WHITE

**British**

Persons born in the United Kingdom whose recent forebears came from the United Kingdom.

**Irish**

Persons born in Ireland whose forebears came from Ireland

#### BLACK OR BLACK BRITISH

**Caribbean**

Persons whose forebears originated in, or came from, a Caribbean island.

**African**

Persons whose forebears originated in, or came from, an African country.

#### CHINESE OR OTHER ETHNIC GROUP

**Chinese**

Persons whose forebears originated in, or came from, the Chinese sub-Continent including China, Vietnam etc.

**Other**

Self defined groups not included in the other categories.

#### ASIAN OR ASIAN BRITISH

**Indian**

Persons whose forebears originated in, or came from, India.

**Pakistani**

Persons whose forebears originated in, or came from, Pakistan.

**Bangladeshi**

Persons whose forebears originated in, or came from, Bangladesh.

**Thank you for your co-operation.**

**EQUAL OPORTUNITIES MONITORING FORM**

|  |
| --- |
| **The following information is required in order that the Council’s Equal Opportunities Policy can be monitored effectively. (Please refer to guidance notes)****Please tick the box from the list below which best describes the ethnic group to which you belong:** |
| Age  |  | Date of Birth |  | Sex:  | Male | **[ ]**  |  | Female | **[ ]**  |  |
|  |  |  |
| **White** | **Black / Black British** | **Chinese / other ethnic group** |
| **[ ]**  | British | **[ ]**  | Black Caribbean | **[ ]**  | Chinese |
| **[ ]**  | Irish | **[ ]**  | Black African | **[ ]**  | Any other background |
| **[ ]**  | Other White background | **[ ]**  | Other Black background |  |  |
|  | Please specify |  | Please specify |  | Please specify |  |
|  |  |  |  |  |  |  |
|  |  |  |
| **Asian / Asian British** | **Mixed** |  |
| **[ ]**  | Indian | **[ ]**  | White & Black Caribbean |  |  |
| **[ ]**  | Pakistani | **[ ]**  | White & Black African |  |  |
| **[ ]**  | Bangladeshi | **[ ]**  | White & Asian |  |  |
| **[ ]**  | Other Asian background | **[ ]**  | Other mixed background |  |  |
|  | Please specify |  | Please specify |  |  |  |
|  |  |  |  |  |  |  |
|  |
| Do you consider yourself to have a disability? | **Yes** | **[ ]**  | **No** | **[ ]**  |
|  |
| Is there anything we need to know about your disability in order to offer you a fair selection  |
| interview? (For example a signer or an accessible interview room) |  |  |
|  |
|  |
|  |
| How did you hear about this vacancy? |
| Please specify: | Job Centre  | [ ]  | Word of Mouth | [ ]  | Website | [ ]  |
|  | Advertisement *(please specify)*  |  |
|  | Other *(please specify)*  |  |

******

##### Please ensure you read this information before submitting your application

###### POSTS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974

You have been asked to provide details about previous convictions and cautions for criminal offences. You should read these guidance notes before doing so.

**The Council’s policy is that the disclosure of a criminal record, or other similar information, will not necessarily debar you from appointment. In making a decision the council will consider the nature of the offence(s), relevance to the post, how long ago and what age you were when it was committed and any other factor which may be relevant. (You can obtain further information from the Human Resource Group who sent you this application form).**

The job for which you have applied is exempt from the Rehabilitation of Offenders Act 1974. This means that you must provide information about ALL previous convictions, including those which, in other circumstances, would be thought of as ‘spent’ (including a corresponding court martial punishment).

**Southampton City Council meets the requirements in respect of exempted questions under the Act. Applicants for posts who are offered employment will be subject to a Criminal record check with the Police or the Criminal Records Bureau before employment is confirmed. For some posts this will include details of cautions, reprimands or final warnings as well as convictions.**

An offer of employment may be withdrawn, or employment may be terminated, if any relevant information, which was not disclosed, is revealed by subsequent checks.

If there is information which you are required to disclose, please complete the sections on the reverse of this form.

Thank you for your co-operation.

**CRIMINAL CONVICTIONS**

You are asked to provide details of previous convictions and cautions for criminal offences. You should read the attached guidance notes before doing so.

|  |  |
| --- | --- |
| Details of conviction(s) including court(s) passing sentence | Date(s) of conviction(s) |
|  |  |

|  |
| --- |
| I agree that, if necessary, the information I provide may be checked against police records. I understand that an offer of appointment may be withdrawn or dismissal may result if previous convictions for any criminal offences are not disclosed. |
| Signed  |  | Dated |  |
|  |  |  |  |