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**Please complete ALL sections of the form**

*N.B. Sections B and C will be retained in Human Resources to ensure that your application is dealt with objectively*

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| **Section B – Monitoring of Equality & Diversity** | | | | |
| Woodchurch High School aims to promote equality of opportunity for all with the right mix of talent,  skills and potential. We welcome applications from diverse candidates.  **Why do I need to complete Equality & Diversity Questions?**  The Academy has a legal duty to promote equality. This duty applies to everything the Academy does, both as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom of the end page.  **What happens to the Equality & Diversity information?**  All data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting to the Committee and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee’s personal record on the Academy’s Human Resources system and used for the purpose of statistical reports in relation to equality and performance indicators including recruitment. | | | | |
| **Title of the job applied for:** | | |  | |
|  | | |  | |
| **Closing Date:** | | |  | |
|  | | | | |
| **Please repeat your Personal Details** | | | | |
| Title: | Full Name: | | | Marital Status: |
| **Age** | | | | |
| What is your date of birth? | | | |  |
| **Race & Ethnicity** | | | | |
| What is your ethnic group? *Please tick the relevant ethnic group. If you are in an ‘Any Other*  *Background’ category please state what it is.* | | | | |
| A. White | | ☐ English  ☐ Other British  ☐ Irish  ☐ Any Other White Background\* | | |
| B. Mixed | | ☐ White & Black-Caribbean  ☐ White & Black-African  ☐ White & Asian  ☐ Any Other Mixed Background\* | | |
| C. Asian or Asian-British | | ☐ Indian  ☐ Pakistani  ☐ Bangladeshi  ☐ Chinese  ☐ Any Other Asian Background\* | | |
| D. Black or Black-British | | ☐ Caribbean  ☐ African  ☐ Any Other Black Background\* | | |
| E. Other Ethnic Group | | ☐ Arab  ☐ Gypsy/Romany/Irish Traveller  ☐ Any Other Ethnic Group\* | | |
| F. Do not wish to declare | | ☐ Do not wish to declare | | |

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| **Country of Birth** |
| What is your country of birth?  ☐ England  ☐ Wales  ☐ Scotland  ☐ Northern Ireland  ☐ Republic of Ireland  ☐ Other (please write in the current name of the country)  ☐ Do not wish to declare |
| **Religion or Belief** |
| What is your religion or Belief? \***If you have “Any Other Religion or Belief” then please state**  **what it is.**  ☐ None  ☐ Christian (including Church of England, Catholic, Protestant & all other denominations)  ☐ Buddhist  ☐ Hindu  ☐ Jewish  ☐ Muslim  ☐ Sikh  ☐ Humanist  ☐ Atheist  ☐ Agnostic  ☐ Pagan  ☐ Any other religion or belief\*  ☐ Do not wish to declare |
| **Nationality** |
| What is your nationality? (e.g. English, British, French, Spanish etc)  ☐ Do not wish to declare |
| **Sexual Orientation** |
| What is your sexual orientation?  ☐ Heterosexual  ☐ Lesbian or Gay  ☐ Bisexual  ☐ Asexual  ☐ Do not wish to declare |
| **Disability** |
| *The Academy takes a positive approach in the selection of people with disabilities, including*  *interviewing all disabled persons who meet the essential selection criteria. The Disability*  *Discrimination Act 1995, defines disability as “a physical or mental impairment which has*  *substantial and long-term adverse effect on the ability to carry out normal day to day activities”.* |
| Do you consider yourself to be a disabled person?  ☐ Yes  ☐ No  ☐ Do not wish to declare |
| If ‘Yes’ please provide details of any adjustments we might need to make in order to fulfil your  needs at interview: |

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| --- | --- |
| **Marriage/Civil Partnership** | |
| Are you currently married?  ☐ Yes  ☐ No  Or in a civil partnership?  ☐ Yes  ☐ No  ☐ Do not wish to declare | |
| **Gender** | |
| What is your gender?  ☐ Male  ☐ Female  ☐ Do not wish to declare | |
| **Gender Reassignment** | |
| Is your gender identity the same as the gender you were assigned at birth?  ☐ Yes  ☐ No  ☐ Do not wish to declare | |
| **Advertisement** | |
| Where did you see this post advertised? | |
| **Confirmation of Declaration** | |
| *The details given by me are correct to my knowledge and belief.* | |
| Signature: | Date: |

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| **Section C – Medical Fitness Staff Declaration** |
| With reference to your application for this post with this Academy. In order to assist us in establishing that you are medically suitable and satisfy the health standards required, I should be grateful if you would kindly answer the questions set out below. The information provided will be treated with the strictest confidence and used only to determine whether it will be necessary to refer you for a medical examination prior to confirming your appointment with this Academy.  \*- delete as appropriate |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name in Full (Mr/Mrs/Miss) | | | |  | | | |
| 1. | Has there been any cause for concern regarding your health during the period of employment with your present or most recent employer? | | | | | | Yes / No \* |
| 2. | Has a medical examination been required at any time in connection with this employment? | | | | | | Yes / No \* |
| 3. | If the answer was “YES” to question No 2 above, was the medical requested on: | | | | | | |
| 1. Appointment | | | | | | Yes / No \* |
| 1. Following a Special Referral during your appointment | | | | | | Yes / No \* |
| 4. | What was the result of such an examination? | |  | | | | |
| 5. | Are you aware of any illness / condition that would prevent you from carrying out your duties, as per the job description? | |  | | | | |
| I declare to the best of my knowledge and belief, all statements contained in the above answers are correct and I understand and acknowledge that should I conceal and material fact I will be liable to the termination of my contract of service, with such notice as may be appropriate and may be refused benefits under the sickness payments and superannuation schemes  I consent to undergo a medical examination or examinations if required to do so and have no objection to the Academy’s Occupational Health Consultant communicating with my own doctor or obtaining any hospital records concerning my health or medical history. | | | | | | | |
| Signed | |  | | | Date |  | |

**EMPLOYMENT REFERENCE CONSENT**

In order for us to seek employment references from the two referees named on your application form, we need to provide your referees with evidence that you have consented for a reference to be supplied.

Please therefore read the information below and sign to confirm that you understand and consent for your information to be used.

This information will be requested prior to interview wherever possible.

We may also make follow up contact with your referees before or after an offer of appointment is made should we require further clarity on the information supplied.

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| **Name and address of**  **recruiting School:** | Woodchurch High School |
| **Post applied for:** |  |

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| --- | --- |
| **Applicant’s declaration** | |
| I hereby authorise Woodchurch High School to contact the referees I have named on my  application form and I give my consent for information to be requested and supplied.  I understand that a copy of this declaration will be provided to the individuals who are  contacted. | |
| Signed: |  |
| Print Name: |  |
| Date: |  |