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| Cand. Ref (office use)  |  |



**EQUAL OPPORTUNITIES MONITORING**

|  |  |  |  |
| --- | --- | --- | --- |
| Post Title |  | Post Reference |  |

Gateway College is committed to fair and equitable recruitment processes. To assist in the monitoring of this, applicants are asked to provide the information below. This document will be kept separate from your application form and will not be available to members of the appointment panel. All information will be kept strictly confidential.

**Personal Information**

Mr/Mrs/Miss/Ms

SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POST CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MOBILE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MALE |  |  FEMALE |  |  TEACHER REF NO (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Ethnic Origin**

Please indicate your ethnic origin below, as you define it. The categories listed are those recommended by the Equality & Human Rights Commission (EHRC).

## WHITE BLACK OR BLACK BRITISH

|  |  |  |  |
| --- | --- | --- | --- |
|  | British |  | Black Caribbean |
|  | Irish |  | Black African |
|  | Other White |  | Other Black |

## ASIAN OR ASIAN BRITISH MIXED

|  |  |  |  |
| --- | --- | --- | --- |
|  | Indian |  | White and Black Caribbean |
|  | Pakistani |  | White and Black African |
|  | Bangladeshi |  | White and Asian |
|  | Other Asian |  | Other Mixed |

## ARAB OR MIDDLE EASTERN CHINESE OR OTHER ETHNIC GROUP

|  |  |  |  |
| --- | --- | --- | --- |
|  | Arab |  | Chinese |
|  | North African |  | Other Ethnic Group |
|  | Iraqi |  |  |
|  | Kurdish |  |  |
|  | Other Middle Eastern background (please specify) |  |  |

**Right to Work**

|  |
| --- |
| Do you require a work permit? Yes/No. If yes, please give reference number and expiry date. Reference number: Expiry date: |

**Convictions and ‘Spent’ Convictions of a Criminal Nature**

The Rehabilitation of Offenders Act 1974 (exceptions) order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions which for other purposes are ‘spent’ under the provisions of the act. **You should disclose in this section any previous convictions.**

You must, therefore, answer the question at the foot of this notice. If the answer is Yes, you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked ‘confidential’ and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. The object of this Notice is not, in any way, to reflect upon applicants’ integrity but it is necessary to protect the public and the College.

Have you ever been convicted of a criminal offence? Yes / No

Please give details of any convictions here. Please include dates.

|  |
| --- |
|  |

**Pre-Employment Checks**

All appointments will be made subject to the following checks, as required by the Safeguarding Vulnerable Groups Act (2006).

* Proof of identity
* Proof of eligibility to work in the UK
* Medical clearance
* Proof of qualifications
* Disclosure & Barring Service check

You agree to the College maintaining records containing your personal details as per the Data Protection Act 2018. It is your responsibility to ensure the accuracy of the personal data held and to inform Human Resources promptly when changes occur. Our Privacy Policy for applicants can be accessed on our website at [www.gateway.ac.uk](http://www.gateway.ac.uk).

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**If you are sending this form electronically, please use Freestyle Script font in size 20 to sign the form to declare that all statements on this application form are correct.**

Where did you see the post advertised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_