

Equal Opportunities Monitoring Form

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| **Job Title:**  |  |
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**Heworth Grange School**

**We want to make sure that our equal opportunities policy is working, so we need you to fill in this part of the form to help us do this. We hope you don't mind us asking for this personal information but we have a legal duty to monitor information on equal opportunities.**

**The information requested in the Equal Opportunities and Monitoring form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The Application Form is separated from this form when we receive your form, and given to the recruitment panel for shortlisting.**

**If you require this Application Form in Braille, audio tape, large print or accessible format please contact 0191 421 2244.**

### Confidential

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| What is your title? |  | What is your home phone number? |
| [ ]  | Mr | [ ]  | Mrs | [ ]  | Miss | [ ]  | Ms |  |       |
| [ ]  | Other (please give details) |  |
|       |  | What is your mobile number? |
|       |  |       |

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| **What is your name?** (First names and surname) |  | What is your work phone number?**(if convenient)** |
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|  |  | What is your date of birth? |
| Do you have any previous surnames? |  |   |   |   |   |   |   |   |   |
|       |
|  |  | What is your sex? |
| What is your National Insurance number? |  |   | Male |  |   | Female |
|  |  |  | Prefer not to say |
|   |   |   |   |   |   |   |   |   |  |
|  |
| What is your address, postcode & email? |
| Address  |       |
|   |       |
|  |       |
| Email:  |  |

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|  What is your ethnic group? How would you describe yourself? White [ ]  British [ ]  Irish [ ]  Any other White background (please write in)

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 Mixed [ ]  White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  Any other mixed background

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 Asian or Asian British [ ]  Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Any other Asian background (please write in)

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 **Black or Black British** [ ]  Caribbean [ ]  African [ ]  Any other Black background (please write in)

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 **Chinese** [ ]  Chinese [ ]  Other (please write in)

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 | **Do you have a disability as defined in the Disability Discrimination Act 1995 below?****‘A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.’**[ ]  Yes [ ]  NoHow did you find out about this job?[ ]  Job Centre[ ]  Kiosk[ ]  Local Press[ ]  Mobile Phone text alerts[ ]  National Press[ ]  Sector 1[ ]  Word of mouth[ ]  Specialist Press, please state which?

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Are you related to any senior employees of the School or the Trust? [ ]  Yes [ ]  NoIf Yes, please give details below.Name

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Relationship

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Position or job title**

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Application Form

Confidential

|  |  |
| --- | --- |
| **Job Title:** |  |
|  |  |  |  |

Please do not include a CV as it will not be considered.

  **As this application form may be photocopied, please complete the form in black ink or type.**

**Please read carefully all instructions as this form will be used a major part of shortlisting.**

 **Relevant educational, vocational, professional qualifications or training courses. (Most recent first)**

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| --- | --- | --- |
| Course or qualifications | Grade | Year |
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 **Membership of organisations that are relevant to your application**

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| --- | --- | --- |
| Name of organisation | Level of membership | Year you joined |
|       |       |       |
|       |       |       |
|       |       |       |
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Employment history (present or most recent first) (Please use a separate sheet if necessary.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Job | Dates | Pay | Reasons for leaving |
| From | To |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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 Please give details of your main duties and responsibilities in your present or most recent job. (Please use a separate sheet if necessary.)

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**Please explain how your experience, skills and knowledge meet the key tasks and competencies of the job you have applied for. (Please use a separate sheet if necessary.)**

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 **Please give details of any periods when you were not in full-time employment, education or training.**

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General

Do you have a current driving licence? [ ]  Yes [ ]  No

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 If we offered you the job, when would you be able to start work with us?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How much notice would you have to give your present employer? |    | weeks |    | months |

 **References**

Please give details of two referees. If you are in, or have just finished, full-time education, one referee

 should be from your school or college. If you are working, one referee should be your present employer.

 We may also take references from any of your past employers.

 **We will take references before we interview you and immediately after shortlisting. Please therefore**

 **ensure your referee has given permission to be contacted.**

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| **Referee’s name:** |
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| Referee’s position: |
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| Address: |
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|       |
|       |
| **Phone:** |
|       |
| **Type of reference (such as employment, academic – personal references are not acceptable):** |
|  |
|       |
| **Email:** |
| **Contact telephone no:** |

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| --- |
| **Referee’s name:** |
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| Referee’s position: |
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| Address: |
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| **Phone:** |
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| **Type of reference (such as employment, academic – personal references are not acceptable):** |
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|       |
| **Email:** |
| **Contact telephone no:** |

We may also follow up references by phone.

 **Disclosure**

This job may be exempt from the Rehabilitation of Offenders Act 1974. If it is exempt, this means we have to contact the Criminal Records Bureau for a ‘Disclosure’. If this is the case, we will give you more details if we ask you to come in for an interview.

**We will use this part of the form to help us short-list people for interview.** **If you withhold or give false information, or fail to give the information we asked for, we could disqualify you from applying for other jobs or dismiss you if we have already appointed you**

 **Declaration**

As far as I know, the information I have given is correct.

|  |  |  |
| --- | --- | --- |
| Your signature |  | Date |
|       |  |       |

 Please note the successful candidate will be required to sign the application form.

This form should be returned to deborah.patterson@heworthgrange.org.uk