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Equal Opportunities Monitoring Form

##### Applicant

**Reference:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job**  **Reference:** |  | **Job Title:** |  |
|  |  |  |  |
| **Group:** |      **CARE WELLBEING & LEARNING** | **Service:** | **Cedars Academy Trust** |

## Gateshead Council

 **‘Pursuing equal opportunities and diversity’**

**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 433 2244.**

|  |  |  |
| --- | --- | --- |
|  What is your title? |  | What is your home phone number? |
|   | Mr |  | Mrs |  | Miss |  | Ms |  |  |
|  | Other (please give details) |  |  |
|       |  | What is your mobile number  |
|       |  |       |
| **What is your name?** (First names and surname) |  | What is your work phone number?**(if convenient)** |
|       |  |       |
|  |  |
|  |  | What is your date of birth? |
| Do you have any previous surnames? |  |   |   |   |   |   |   |   |   |  |
|       |  |
|  |  | What is your sex? |
| What is your National Insurance number? |  |   | Male |  |   | Female |  |
|   |   |   |   |   |   |   |   |   |  |  |
|  |  | Please give any other addresses you have lived at in the last five years. (Attach a separate sheet if necessary – full postal address including postcode) |
| What is your e-mail Address (this must be provided) |
|  |
|  |  |
| What is your address and postcode? |  |  |
| Address |       |       |
|  |       |       |
|  |       |  |       |
|  |       |  |       |
| Postcode |       |  | Teachers Only- What is your DFE Number (formerly DFES) number:      |

### Confidential

|  |  |
| --- | --- |
|  Are you being paid an occupational pension? Yes No If Yes, what type? Teacher Private Local Government Pension Scheme Other Public Service What is your ethnic group? How would you describe yourself? White British Irish Any other White background  Mixed White and Black Caribbean White and Black African White and Asian Any other mixed background   Asian or Asian British Indian Pakistani Bangladeshi Any other Asian background  **Black or Black British** Caribbean African Any other Black background  **Chinese** Chinese Other **Do you have a disability as defined in the Equalities Act 2010 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 No    | **What is your Religion or Belief?** **Buddhist Christian**  **Hindu Jewish** Muslim Sikh **No Religion Prefer not to say** **Other****What is your sexual orientation?** **Gay Woman/Lesbian Bi-sexual**  **Heterosexual/Straight Gay Man**  **Prefer not to say** How did you find out about this job? **Council’s Jobs Bulletin** **Gateshead Council’s Website** **Job Centre** **Kiosk** **Local Press** **Mobile Phone text alerts** **National Press** **Sector 1** **Word of mouth** **Specialist Press, please state which?**Are you related to any councillors or senior employees of the Council? The Council may disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment within the Council. **Yes No****If Yes, please give details below.**Name Relationship**Position or job title****Please give any dates you are not available for interview** |
|  |  |



# Application form

Confidential

##### Applicant

**Reference:**

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| --- | --- | --- | --- |
| **Job**  **Reference:** |  | **Job Title:** |  |
|  |  |  |  |
| **Group:** |  | **Service:** |  |

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

 **Educational and all relevant qualifications (Most recent first)**

|  |  |  |
| --- | --- | --- |
| Qualifications | Grade | Year Achieved |
|       |       |       |
|       |       |       |
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 **Other courses you have been on that are relevant to your application (within the last three years)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of course | Course details | Course Provider | Year achieved |
|       |  |       |       |
|       |  |       |       |
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Membership of organisations that are relevant to your application

|  |  |  |
| --- | --- | --- |
| Name of organisation | Level of membership | Year you joined |
|       |       |       |
|       |       |       |
|       |       |       |
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Employment history including gaps in employment (present or most recent first). You must provide

a reason as this will form part of the interview process. (Please use a separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name, address and telephone no. of employer or school/LA Age range taught & NOR | Job | Dates  | Pay | Reason for leaving/gap in employment | **Office use only** |
| FromMM/YY | ToMM/YY | **Leaving reason verified** |
| ***Example******Unemployed – full time mum*** | ***NA*** | ***07/00*** | ***09/10*** | ***NA*** | ***Full time mum*** |       |
|       |       |       |       |       |  |       |
|       |       |       |       |       |  |       |
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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.)

|  |  |
| --- | --- |
| Main duty/Responsibility | Details |
|  |  |

**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.)**

|  |  |
| --- | --- |
| Knowledge, skill or experience | Give examples of how you meet the key tasks and competencies of the post |
|  |  |

 **General**

Do you have a current driving licence? Yes No

|  |
| --- |
|       |

 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 |

Please complete the following question if the post you are applying for involves any work with children & vulnerable adults.

Are there any restrictions regarding your suitability to work with children and/or Yes No

vulnerable adults?

If you have answered yes to the above, please give details:

Are there any restrictions regarding your right to work in the UK? Yes No

If you have answered yes to the above, please give details:

 **References**

Please give details of two referees. If you are working or have just finished working, one referee should be your present/most recent employer. If you are in, or have just finished, full time education, one referee should be from your school or college. We may also take references from any of your past employers and may also follow up written references by phone. We will take references before we interview you.

|  |  |  |
| --- | --- | --- |
| Referee’s name: |  | Referee’s name |
| Referee’s position: | Referee’s position |
| Address: | Address: |
| Phone: | Phone: |
| **Email:** | **Email:** |
| Type of reference (such as employment or academic): | Type of reference (such as employment or academic): |
|  |  |  |
| **Office use only: Reference verified**  |  |  | **Office use only: Reference verified** |  |

 **Disclosure**

This job may be exempt from the Rehabilitation of Offenders Act 1974. If it is exempt, this means we have to contact the Disclosure & Barring Service for an enhanced 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 ask 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 |
|       |  |       |

**This form should be returned as per the details in the original advert**