

Recruitment Monitoring

Voyage Education Partnership is committed to achieving fairness and equality in employment as contained within our Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting us in meeting our commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This will be held separate to your application form, stored securely and confidentially.

Asylum & Immigration Act, 1996

Can you provide evidence of your legal right to work in the UK?

Yes No

(You will be required to produce this documentation at Interview)

Positive About Disabled People

Voyage Education Partnership welcomes applications from disabled people and are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability*. In addition please advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.

*For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

Do you consider yourself to have a disability?

Yes No

Do you have any special requirements in relation to your interview arrangements?

Yes No

If 'Yes please give details:

Are you, to the best of your knowledge, related to any Senior Staff or Governors of the Academy to which you are applying? Yes No

Name:

Position:

A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the Academy may have their application rejected. If appointed they may be subject to disciplinary action or dismissal.

Criminal convictions – Rehabilitation of Offenders Act 1974

All applicants are required to provide full details about any criminal record they may have.

The successful applicant will be required to make an application to the Criminal Records Bureau (CRB) for disclosure under the provisions of the Police Act (1977).

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, including those ‘spent’ under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The General Teaching Council.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.

Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. Do you have any criminal record information to disclose?

No Yes If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence.

If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from that country(ies) Embassy in the UK. For example if you have worked in France, you must obtain a Certificate of Good Repute from the French Embassy in the UK.

CONVICTIONS
PROSECUTIONS PENDING
DISQUALIFICATION ORDER
GOVERNMENT DEPARTMENT LISTS including DCSF List 99 (formerly DfES/DfEE), Department of Health (DoH) Protection of Children Act List (PoCA), or Department of Health (DoH) Protection of Vulnerable Adults (PoVA)

EQUAL OPPORTUNITIES MONITORING

Surname:	Title (Optional):	First Name(s):
Nationality:	Date of Birth:	
Are you: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Post Applied For:	Post Ref No:	
Location:	Full Time/Part Time:	

What is your ethnic group?

Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background.

a) White

- British
 Irish
 Any other White background, please write in

d) Black, Black British

- Caribbean
 African
 Any other Black background, please write in

b) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other Mixed background, please write in

e) Chinese, Chinese British

- Chinese
 Any other background, please write in

c) Asian, Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background, please write in

f) Gypsy / Traveller

- Romany Gypsy
 Irish Traveller
 Any other Traveller background, please write in

I prefer not to disclose

To which age band do you belong?

- 16-19 20-24 25-29 30-34 35-39
40-44 45-49 50-54 55-59 60+

The Disability Discrimination Act 1995 defines disability as:

A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

Do you consider yourself to have a disability?

Yes No

I prefer not to disclose

Religion / Belief

Christian (all denominations)

None

Buddhist

Hindu

Jewish

Muslim

Sikh

Other please specify:

I prefer not to disclose

Declaration

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read or had explained to me and understand all the questions on this form.
3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
4. I understand that evidence of my qualifications will be required during the selection interview process.
5. I understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed Date

If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.