## SCARBOROUGH BOROUGH COUNCIL

AN EQUAL OPPORTUNITY EMPLOYER





## **EQUAL OPPORTUNITIES POLICY**

## RECRUITMENT MONITORING

In order to ensure that the Authority's Equal Opportunities Policy is being carried out, as a job applicant, you are asked to complete this form. The information on this page will only be used for monitoring purposes. Information overleaf relating to reasonable adjustments will be made available to the shortlisting panel.

PUST API	PLIED FOR
Post Title	
Post Number	Grade or rate of pay
Service	
PERSONAL DETAILS	
Surname/Family Name	Racial Origin  Which of the following do you feel best describes your racial origin? (Please tick all appropriate boxes or specify your own origin)
First Name (s)  Title Mr/Mrs/Miss/Ms/Dr/Other  Age years Date of Birth	ETHNICITY WHITE  White: British  White: Irish  White: Other, please specify:
Sex Male Female  Faith/Religion	ETHNICITY MIXED  Mixed: White and Black Caribbean  Mixed: White and Black African
Christian Jewish Muslim  Hindu Sikh	Mixed: White and Asian  Mixed: Other, please specify:
no religion  Other, please specify  Buddiste  Jehovah's Witness	ETHNICITY BLACK OR BLACK BRITISH  Black or Black British: Caribbean  Black or Black British: African  Black or Black British Other, please specify:
Sexual Orientation Which of the following best describes how you think of yourself?  Hetrosexual/Straight Bisexual Gay/Lesbian Prefer not to say Other, please specify	ETHNICITY ASIAN OR ASIAN BRITISH  Asian or Asian British: Indian  Asian or Asian British: Pakistani  Asian or Asian British: Bangladeshi  Asian or Asian British Other, please specify:
	ETHNICITY OTHER  Other: Chinese  Other, please specify:

## **DISABILITY**

The Disability Discrimination Act 1995 and Disability Discrimination Act (Amendment) 2005 states that a person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.
Do you consider that you have a disability in terms of the above definition? Yes No
If YES, please briefly state in the space at the bottom of this page any adjustments the authority would need to make to enable you to be appointed to the Post for which you have applied. Some examples of possible adjustments are described.
<b>Under the Disability Discrimination Act 1995,</b> the Authority acknowledges that it has a duty to take all reasonable steps to ensure that any physical features of the Council's buildings and property do not place a disabled person at a substantial disadvantage in comparison with persons who are not disabled. As an employer, it will consider what steps may be necessary to make reasonable adjustments to overcome the practical effects of disability for both existing and potential employees.
Examples of such steps are:
<ul> <li>Making specific changes to recruitment documentation and selection arrangements;</li> <li>Modifying procedures for testing or assessment;</li> <li>Allocating some duties to another post;</li> <li>Altering working hours and working arrangements;</li> <li>Acquiring or modifying equipment;</li> <li>Modifying instructions or reference manuals;</li> <li>Providing a reader or interpreter;</li> <li>Providing supervision;</li> <li>Giving an existing employee training or arranging for a newly-appointed employee to be given training;</li> <li>Transferring an existing employee to fill a vacant post;</li> <li>Assigning an existing employee to a different place of work; and</li> <li>Allowing an employee to be absent during working hours for rehabilitation, assessment or treatment.</li> </ul>
ADJUSTMENTS
Please state any adjustments you wish the Authority to consider in relation to yourself during the recruitment and selection process for the above Post.

Data Protection Act 1998 Scarborough Borough Council is the data controller for the purposes of the Data Protection Act. We will use the information you give in this form, to inform our Committee and our Partners. We will not give information about you to anyone else, or use information about you for other purposes without your permission, unless required by law to do so. If you have any query about, or want access to, personal information that we may hold, please write to The Data Protection Officer at Scarborough Borough Council, Town Hall, Scarborough, North Yorkshire, YO11 2HG. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Further information is available on the website at www.scarborough.gov.uk/nfi