



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.

POST APPLIED FOR

Post Title _____

Post Number _____ Grade or rate of pay _____

Service _____

PERSONAL DETAILS

Surname/Family Name _____

First Name (s) _____

Title Mr/Mrs/Miss/Ms/Dr/Other _____

Age _____ years Date of Birth _____

Sex Male Female

Faith/Religion

- | | |
|--|--|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Buddhiste |
| <input type="checkbox"/> no religion | <input type="checkbox"/> Jehovah's Witness |
| <input type="checkbox"/> Other, please specify _____ | |

Sexual Orientation

Which of the following best describes how you think of yourself?

- | | |
|--|--|
| <input type="checkbox"/> Hetrosexual/Straight | <input type="checkbox"/> Bisexual |
| <input type="checkbox"/> Gay/Lesbian | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other, please specify _____ | |

Racial Origin

Which of the following do you feel best describes your racial origin? (Please tick all appropriate boxes or specify your own origin)

- ETHNICITY WHITE**
- White: British
- White: Irish
- White: Other, please specify: _____
- ETHNICITY MIXED**
- Mixed: White and Black Caribbean
- Mixed: White and Black African
- Mixed: White and Asian
- Mixed: Other, please specify: _____
- ETHNICITY BLACK OR BLACK BRITISH**
- Black or Black British: Caribbean
- Black or Black British: African
- Black or Black British 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.

Under the Disability Discrimination Act 1995, 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:

- Making specific changes to recruitment documentation and selection arrangements;
- Modifying procedures for testing or assessment;
- Allocating some duties to another post;
- Altering working hours and working arrangements;
- Acquiring or modifying equipment;
- Modifying instructions or reference manuals;
- Providing a reader or interpreter;
- Providing supervision;
- Giving an existing employee training or arranging for a newly-appointed employee to be given training;
- Transferring an existing employee to fill a vacant post;
- Assigning an existing employee to a different place of work; and
- Allowing an employee to be absent during working hours for rehabilitation, assessment or treatment.

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.
