



Recruitment Monitoring

ODBST operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job. The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

Application for the post of:

Job reference no:

Full name:

Gender (please select as appropriate): Male/Female/Prefer not to say

Date of birth: dd/mm/yyyy

Disability

A disabled person is defined under the Equality Act 2010 as someone with a **‘physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities.’**

Do you consider yourself to have a disability? Yes/No/Prefer not to say

If yes, what is the nature of your disability?

We are working to implement a Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.

Do you wish to take part in this scheme? Yes/No

Please state any particular arrangements that you need should you be invited for interview.

If you are currently employed by ODBST, please indicate that you are an internal applicant. Otherwise please choose external.

Internal/External

What is your sexual orientation?

We want to ensure that all applicants are treated equally whatever their sexual orientation. To do this we need to know about the sexual orientation of people who apply to join us. We should therefore be grateful if you would complete the following question. Your answer will be treated in the strictest confidence and will not affect your job application in any way.

- Heterosexual Gay Man Prefer not to say
 Gay woman/lesbian Bisexual

If other, please write in:

Working Hours

It would be helpful to know if you have any restrictions on the hours that you can work, or any current flexible working patterns in place that you would hope to retain (dependent on the requirements of the job applied for). Please complete below:

What is your current working pattern?

- Full-time Part-time Prefer not to say

Do you have any current flexible working arrangements in place?

- None Flexi-time Staggered hours
 Term-time hours Annualised hours Job Share
 Flexible shifts Compressed hours Homeworking
 Prefer not to say

If other, please write in:

Do you have any caring responsibilities? If yes, please tick all that apply

- None Primary carer of a child/children (under 18)
 Primary carer of disabled child/children Primary carer of disabled adult (18 and over)
 Primary carer of older person Secondary carer (another person carries out the main caring role)
 Prefer not to say

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

| | | | |
|----------|-----------|-------------|--------|
| Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | No religion | Other |

I do not wish to answer

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. **Please tick the appropriate box to indicate your cultural background:**

| | | | |
|--|--|--------------------------------------|--|
| White British <input type="checkbox"/> | White Irish <input type="checkbox"/> | White Other <input type="checkbox"/> | White and Black Caribbean <input type="checkbox"/> |
| White and Black African <input type="checkbox"/> | White and Asian <input type="checkbox"/> | Mixed Other <input type="checkbox"/> | Black Caribbean <input type="checkbox"/> |
| Black African <input type="checkbox"/> | Black Other <input type="checkbox"/> | Indian <input type="checkbox"/> | Pakistani <input type="checkbox"/> |
| Chinese <input type="checkbox"/> | Chinese Other <input type="checkbox"/> | Bangladeshi <input type="checkbox"/> | Asian Other <input type="checkbox"/> |
| Other Ethnic Group <input type="checkbox"/> | I do not wish to answer <input type="checkbox"/> | | |

I understand that if I am appointed, this personal information about me may be held in computerised form for administrative purposes. This will be in accordance with the relevant Data Protection legislation, including the General Data Protection Regulation (GDPR 2016/679).

In submitting this form, I give my authority for the use of the personal data contained in this form for the purposes outlined above.