# EQUAL OPPORTUNITIES

As a public sector employer, New College Durham is required to collect details of an applicant’s equality and diversity information. This information is collected to fulfil this obligation and is used for monitoring purposes only.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sex:** | Male | Female | **Date of Birth:** |

|  |  |  |
| --- | --- | --- |
| **Marital Status:** | Single | Civil Partnership |
|  | Married | Partnered |
|  | Divorced | Separated |
|  | Widowed | Other (please state) |

|  |  |  |
| --- | --- | --- |
| **Disability:** | Yes - rather not say | No |
|  | Yes-mental ill health | Prefer not to say |
|  | Yes - physical impairment |  |
|  | Yes - learning difficulty |  |
| Please indicate if there are any particular arrangements that may help to facilitate you in the selection process or any aspect of the job. | | |
| In order to promote equal opportunities, the College has made a commitment to improve employment opportunities for people with disabilities, and have adopted the Employment Departments “Disability Confident” which highlights that we are Positive About Disabled People. | | |
| In terms of recruitment and selection this means that we will interview all applicants who identify themselves as having a disability, and who meet the essential short listing criteria for a job vacancy. Any applicant that identifies themselves as having a disability will be notified to the manager of the post prior to the short listing stage. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sexuality - Are you**  Heterosexual | **prepared to indicate which term best describes y**  Gay Man  Lesbian | **our sexuality? If yes plea**  Bisexual | **se state:**  Prefer not to say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Religion/belief – Are you prepared to indicate a term which best describes your religion/belief? If yes please state:** | | | | |
| Atheist | Baha’i | Buddhism |  | Christianity |
| Hinduism | Jainism | Judaism |  | Muslim |
| Parsi | Rastafarianism | Sikhism |  | Zoroastrian |
| Prefer not to say | Other – Please state |  |  |  |

|  |  |  |
| --- | --- | --- |
| **What do you consider to be your ethnic origin?** | | |
| Asian or Asian British - Bangladeshi | White - any other White background | Black or Black British - African |
| Asian or Asian British - Indian | Mixed - White and Asian | Black or Black British - Caribbean |
| Asian or Asian British - Pakistani | Mixed - White and Black African | Black or Black British - any other? |
| Asian or Asian British - any other | Mixed - White and Black Caribbean | Chinese |
| White - United Kingdom | Mixed - any other Mixed background | Not known/declined answer |
| Any other (please state) |  |  |

# DATA PROTECTION

The personal data that the application form collects about you will be used for the purposes of processing your application. If your application is successful it will be used to form the basis of your staff record.

Where you are unsuccessful in the selection process, manual records will be kept for 6 months and then destroyed.

I agree to New College Durham holding and processing data supplied on this form and on the application form provided that proper regard is had to such data protection principles a may be in force. For the purposes of electronic communications, inclusion of your name in the signature field below will be taken as acceptance of the above conditions.

Signature:

Date:

# RESTRICTIONS

Staff working at the College who have the opportunity for access to young persons are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you have received any convictions, which for other purposes are ‘spent’ under the provisions of the Act, you are not entitled to withhold information and, in the event of employment, an y failure to disclose such convictions could result in dismissal or disciplinary action by the Corporation.

Any information given will be completely confidential and will be considered only in relation to your application for a position to which the order applies.

|  |  |  |
| --- | --- | --- |
| Is there any reason that you cannot work with children / young people (under 18 years of age) or with vulnerable adults? | Yes | No |
| Have you ever been refused employment, or had your employment terminated whilst working with children / young people (under 18 years of age) or with vulnerable adults? | Yes | No |
| Have you ever been subject to any formal investigation / police investigation whilst working with children / young people (under 18 years of age) or with vulnerable adults? | Yes | No |
| Do you have any cautions (including any final warnings or reprimands) or convictions which are not "protected" as defined by the Exceptions Order 1975\* to the Rehabilitation of Offenders Act 1974? | Yes | No |

If yes, please gives dates and details of any convictions:

Are there any other matters that may be relevant to your suitability to work for the College? (There is no obligation to disclose a protected caution or conviction as defined by the Exceptions Order 1975 \* or any circumstances ancillary to that protected caution or conviction).

\* As amended by the 2013 Exceptions Order

APPLICANT COMMITMENT TO SAFEGUARDING

|  |
| --- |
| This form must be read in full, signed and dated, and returned with your completed application form, by the aforementioned closing date of the vacancy. Application forms returned without this will not be accepted.  New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment. Successful applicants may be required to apply for Disclosure from the CRB.  **Rehabilitation of Offenders Act 1974**  Staff working at the College who have the opportunity for access to young persons, are exempt from the provisions of the Rehabilitation of Offenders Act 1974.  The College actively promotes equality of opportunity with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The College selects all candidates for employment based on their skills, qualifications and experience, in comparison against a prepared personal specification.  For those positions where a Disclosure is required, staff are not entitled to withhold information regarding convictions. Any failure to disclose such convictions could result in dismissal or disciplinary action by the College. Where a Disclosure is to form part of the recruitment process, the College encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process (i.e. via the application form).  **Agreement Statement**  I confirm that I have read, understood, and agreed with the New College Durham, Safeguarding Vulnerable Groups - Essential Recruitment & Selection Practice Policy; and the Policies for Safeguarding Young People and Adults at Risk (attached).  I confirm that I am not registered on the Children and/or Adults Barred List(s) held by the DBS (formerly held by the ISA) or subject to any sanctions imposed by a regulatory body. I am aware that if applicable to the post I may be required to apply for, or allow New College Durham to take a copy of my disclosure certificate which will be retained and stored by the College in accordance with DBS (formerly CRB) Code of Practice.  For the purposes of electronic communications, inclusion of your name in the Signature field below will be taken as acceptance of the above conditions. |
| Signature: |
| Date: |

**PREVENT AND FUNDAMENTAL BRITISH VALUES**

New College Durham has a legal and moral obligation to ensure our staff and students are not exposed to views that conflict with, or undermine, fundamental British Values. All visitors should read the statements below and indicate if they agree, and then sign the declaration below.

The College is acting in the best interests of staff and students and not making any unfavourable judgement about visitors or their views and opinions.

I confirm that I will not incite an audience to violence, breach of the peace or racial hatred, and I understand that such words or actions are contrary to public orders and as such will not be regarded as lawful speech.

I confirm that I will respect the rights and freedom of others as protected by the law (for example, I must not make statements which are actionable or defamation). I will respect the freedom of speech of others and will ensure that no groups face unlawful discrimination as a result of my words or actions.

I confirm my support for fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. I fully understand that freedom of speech does not extend to individuals or organisations not committed to these values.

Yes  No

Yes  No

Yes  No

Signature:

Date: