DIOCESE OF WINCHESTER APPLICATION FORM PART 2

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| PERSONAL INFORMATION, REFERENCES AND EQUALITY, DIVERSITY & INCLUSION (EDI) MONITORING FORM |
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Please complete the form below. The Personal Information, Reasonable Adjustments, Right to Works Checks, Rehabilitation of Offenders Act and References sections will only be seen by the HR department. This information will be kept in accordance with the Privacy Notice on our website.

# PERSONAL INFORMATION

|  |  |
| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Day time telephone number:** |   |
| **Evening telephone number:** |   |
| **Email:** |   |

# REASONABLE ADJUSTMENTS

|  |
| --- |
| Please let us know if there are any reasonable adjustments that we can make to help you in your application or with our recruitment process: |
|     |

### RIGHT TO WORK CHECKS

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| --- |
| We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or our organisation being able to carry out a check on the Home Office online [right to work checking service](https://www.gov.uk/employee-immigration-employment-status) confirming their right to do the work in question. To enable us to conduct an online check, the candidate must have shared their right to work details using the Home Office [prove your right to work to an employer](https://www.gov.uk/prove-right-to-work) online service.The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality or ethnic or national origins. |
| **Are there any restrictions on your right to work in the UK? YES / NO****If yes, please give details:** |

### REHABILITATION OF OFFENDERS ACT 1974

|  |
| --- |
| You must declare any criminal convictions, cautions or bind overs against you even if they are regarded as ‘spent’ under the above Act. This is because this post is exempt from the provisions of the Act. |
| (If appropriate, please state ‘NO CONVICTIONS TO DECLARE’) |

### DRIVING LICENCE

Do you have any of the following?

|  |  |
| --- | --- |
| **A current driving licence:**Yes/No | **Use of own transport:**Yes/No |

# REFERENCES

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PRESENT / MOST RECENT EMPLOYER May we approach for reference now? YES NO *(Please circle*)

|  |
| --- |
| **Name:****Email Address:****Telephone No:** |
| **Address:** |
| **Occupation:** |

|  |
| --- |
| Please give names of two additional references (*Please obtain their permission)* |
| **Name:****Email Address:****Telephone No:** |
| **Address:** |
| **Occupation** |

|  |
| --- |
| **Name:****Email Address:****Telephone No:** |
| **Address:** |
| **Occupation:** |

DECLARATION

|  |
| --- |
| I declare that the information given on this form is true and complete to the best of my knowledge and belief. I understand that if I am subsequently appointed, any of the following will render me liable to disciplinary action which may include dismissal: (i) any false statement, (ii) failure to disclose any criminal convictions where required to do so, (iii) failure to disclose relationship to, or canvassing of, a person holding a position of authority in the Organisation.**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

EQUALITY, DIVERSITY AND INCLUSION (EDI) MONITORING FORMIn accordance with our Equality, diversity and inclusion (EDI) policy, we provide equal opportunities to any employee or job applicant and do not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.To assess how successful this policy is, we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment, as well as application stage. |
| Ethnic originThis relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship. |

The information will not be used as part of the selection process but will enable the diocese to monitor the diversity of applicants applying for roles within the diocese.

Please complete the form on the next page.

I would describe myself as (choose ONE section from A to E and then tick the appropriate box to indicate your cultural background).

|  |
| --- |
| **A. White:** |
| British |   |
| English |   |
| Scottish |   |
| Welsh |   |
| Northern Irish |   |
| Irish |   |
| Gypsy or Irish Traveller |   |
| Prefer not to say |   |
| Other White background, please specify: |   |
| **B. Mixed/Multiple ethnic groups:** |
| White and Black Caribbean |   |
| White and Black African |   |
| White and Asian |   |
| Prefer not to say |   |
| Other Mixed/Multiple ethnic background, please specify: |   |
| **C. Asian, Asian British:** |
| Indian |   |
| Pakistani |   |
| Bangladeshi |   |
| Chinese |   |
| Prefer not to say |   |
| Other Asian background, please specify: |
| **D. Black, African, Caribbean, Black British:** |
| African |   |
| Caribbean |   |
| Prefer not to say |   |
| Other Black, African, Caribbean background, please specify: |   |
| **E. Other ethnic group:** |
| Arab |   |
| Prefer not to say |   |
| Other ethnic group, please specify: |   |
| **9. Religion or belief** |
| No religion or belief |   |
| Buddhist |   |
| Christian |   |
| Hindu |   |
| Jewish |   |
| Muslim |   |
| Sikh |   |
| Prefer not to say |   |
| Other, please specify: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender assigned at birth** |  |  |  |
| Male |  |  | Female |  |

**Which of the following best reflects how you would describe your gender identity?**

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| In another way |  |
| **If you would like to, please say how you describe your gender identity:** |  |
| Prefer not to say |  |
| Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Age Group** |  |  |  |
| 16 – 25 |  |  |  | 26 – 35 |  |
| 36 – 45 |  |  |  | 46 – 55 |  |
| 56 – 65 |  |  |  | 66 – 70 |  |
| Over 70 |  |  |  |  |  |
|  |  |  |  |
|  **Martial Status**

|  |  |
| --- | --- |
| Married or in a civil partnership |  |
| Single |  |
| Other |  |
| Prefer not to say |  |

**Do you have any disabilities?**Do you consider yourself to have a disability or a long-term health condition? |
| Yes |  |  |  No |  |

|  |
| --- |
| I give my consent to WDBF processing the data supplied in this form for the purpose of equality, diversity and inclusion (EDI) monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same whether or not I complete the EDI monitoring part of this form.  I understand that I may withdraw my consent to the processing of this data at any time by notifying the Director of Human Resources and Safeguarding. |
| **Applicant's signature:** | **Date:** |   |

**This information will be kept in accordance with the Privacy Notice on our website.**