Equal Opportunities   
Monitoring Form

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In order to meet our requirements under the current legislation we are required to monitor recruitment.   
The information provided here is retained by the HR department and is not used in the selection process.

# GUIDANCE NOTES

# Criminal Convictions

An enhanced disclosure with barred list check is required for this role.  It is an offence to apply for this role if you are on the Vetting & Barred List, disqualified from working with children or young people or subject to sanctions imposed by a regulated body.  You are required to declare any criminal convictions, cautions, reprimands or final warning which are not protected as defined by the **Rehabilitation of Offenders Act 1974 Exceptions**) Order 1975 (as amended in 2013). Please send details of any applicable criminal records in a sealed envelope, FAO HR Director, marked ‘Private and Confidential’ .For further information please visit: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>).  Please also see the New College Employment of Ex-Offenders Statement available on our recruitment website.

For advice regarding consideration of convictions please access the NARCO website www.narco.org.uk

# References

* One referee must be your present or last employer.
* Referees must know you in a work/professional capacity, they cannot be related to you or know you just as a friend.
* If you are known by a different name by a referee, make sure you include this on the form.
* References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience or qualifications, before interview. Please indicate if you do not wish referees to be approached prior to your interview.

# Special process for DBS applications from trans people

Some of our posts require an Enhanced DBS check. To enable trans people to comply with the Disclosure procedure a special process is available. For further details please telephone the DBS on 0151 6767452 to discuss this matter in confidence or email DBS@dbs.gsi.gov.uk

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| Application for the post of | | Which post are you applying for? | |
| Equal Opportunities Monitoring Form | | | | |
| Date of Birth | | | Please enter your title | |
| Age | | | First name | |
| Sex | | | Unknown | |
| Ethnic Background Please tick the box that describes your ethnic background. Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.  **Ethnic background is not the same as nationality or country of birth.** | | | | |
| Ethnic Background | Ethnic background | | | |
| Additional information | Alternatively, please provide any additional information regarding your ethnic origin which you feel is appropriate or important | | | |
| Disability If you have a disability and meet the minimum requirements for the post, we would offer you a guaranteed interview under our ‘Disability Confident’ arrangements. The definition of disability (Equality Act 2010) is ‘a person who has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’. Details of our ‘Disability Confident’ commitment are available in the supporting documents section of the recruitment site.    If you have a disability, we will make reasonable adjustments to help you in the recruitment process. Do you wish to declare a disability for this purpose? | | | | |
| Choose an item | | | | |
| Please contact our HR team at the time of application in whatever way suits you – email, letter or telephone to alerts to your requirements. Arrangements we could make, for example, could include accessible parking, a sign language interpreter or large-print computer software.  When we receive this information a member of the HR team will contact you as soon as possible after receipt of your application to discuss our recruitment process and any additional arrangements you may require. | | | | |

# Additional Information

The information provided here is not used in the selection process and will not be seen by the recruitment panel.

# Work Permits

Do you have permission to work permanently in the UK?

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| --- | --- | --- | --- |
| Yes |  | No |  |

# Conflict of Interest

It is a condition of employment with the College that staff cannot hold any office, remunerated post, profession or employment which could conflict with their College duties without the permission of the Principal. Please attach details of any activities you wish to continue should your application be successful.

# Criminal Convictions

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| References  Please give the names, email address, full postal address and telephone numbers of two referees (not relatives or friends), one of which must be your current or most recent employer if you have work experience. No appointment will be confirmed without references which must be to the satisfaction of the College. | | |
|  | Reference 1 | Reference 2 |
| Name of Employer: | Name of Employer | Name of Employer |
| Capacity in which you know the above: | How do you know the person named above? | How do you know the person named above? |
| Address: | Address | Address |
| Postcode: | Postcode | Postcode |
| Tel No: | Telephone number | Telephone number |
| Email Address: | Email address | Email address |
| Please tick the box if you DO NOT wish your referee to be contacted prior to interview |  |  |

Where did you see this vacancy: If online, please specify which site e.g. Totaljobs, FEJOBS, Indeed, etc.

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| Where did you see this vacancy advertised? |

Declaration – I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored and used in accordance with the College recruitment and selection procedures. I understand that canvassing or giving false information will disqualify my application or, if discovered after appointment, may be grounds for dismissal.

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| Applicant’s Name | Name of Applicant | Date | DD/MM/YY |