**Personal Details and Equal Opportunities Monitoring Form**

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| **Applicant no:** (for office use only) |

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| --- | --- | --- | --- | --- | --- | --- |
| **Name:** Click here to enter text. |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **National Insurance No:** Click here to enter text. | **Gender:**  | Male [ ]  | Female [ ]  |

|  |
| --- |
| **Date of birth:**Click here to enter a date.(applicants must be aged over 16 when they commence employment) |
| **Other surnames previously known by, whether formally or informally**:Click here to enter text.(If offered a post, original evidence of identity and name changes will be required) |
| **Address:** Click here to enter text.**Post code:** Click here to enter text. |

|  |  |
| --- | --- |
| **Mobile:** Click here to enter text. | **Home:** Click here to enter text. |
| **e-mail address:**Click here to enter text. |

Please state below if you are related to or have a personal relationship with any employee at the school

|  |  |  |
| --- | --- | --- |
| Name(s): Click here to enter text. |  | Relationship: Click here to enter text. |
| **Are you applying for this job on a job share basis?** | Yes [ ]  | No [ ]  |

‘I declare that the information contained in every section of this application is correct and understand that any false or misleading information may make this application void. If employment has begun, I may be dismissed without notice and may be prosecuted under the Theft Act’. **If filling this document electronically, you will be asked to sign a paper copy at interview.**

|  |  |  |
| --- | --- | --- |
| **Signed:** |  | **Date:**Click here to enter a date. |

**Monitoring for equal opportunities**

To help us make sure we are recruiting fairly we would be grateful if you would share the following personal information with us.

Cotham School is committed to being an employer of choice by a wide and diverse range of people.  We are working to eliminate discrimination, promote equality and to recruit and retain a suitably skilled workforce.

In order to realise this commitment we must have accurate information about the people who apply for jobs.  The information we collect will be kept confidential and will only be used to review our employment practices.

Thank you for your cooperation.

**Ethnic origin**: Please note that these categories reflect those used in the 2001 Census.

How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the “other” categories.) Please tick one box.

|  |  |  |
| --- | --- | --- |
| White | WU | British |[ ]
|  | WI | Irish |[ ]
|  | WO | Other white |[ ]
| Mixed | MC | White and black Caribbean |[ ]
|  | MA | White and black African |[ ]
|  | MS | White and Asian |[ ]
|  | MO | Other mixed |[ ]
| Asian or Asian British | AI | Indian |[ ]
|  | AP | Pakistani |[ ]
|  | AB | Bangladeshi |[ ]
|  | AS | Other Asian |[ ]
| Black or Black British | AC | Caribbean |[ ]
|  | AA | African |[ ]
|  | AO | Other black |[ ]
| Chinese or other | AH | Chinese |[ ]
|  | OE | Other ethnic group |[ ]
|  | UU | Don’t know/not sure |[ ]
|  | RF | Would rather not state |[ ]

|  |  |  |
| --- | --- | --- |
| **Religion/belief** |  | **Sexual orientation** |
| How would you describe your religion/belief? |  | How would you describe your sexual orientation? |
| C | Christian |[ ]   | H | Heterosexual |[ ]
| B | Buddhist |[ ]   | G | Gay/lesbian |[ ]
| H | Hindu |[ ]   | B | Bisexual |[ ]
| J | Jewish |[ ]   | U | Don’t know/not sure |[ ]
| M | Muslim |[ ]   | R | Would rather not state |[ ]
| S | Sikh |[ ]   |  |
| O | Other |[ ]   |  |
| N | None |[ ]   |  |
| U | Don’t know/not sure |[ ]   |  |
| R | Would rather not state |[ ]   |  |

**Disabilities**

Cotham School encourages people with disabilities to apply for employment.

If you have a disability (as defined by the Equality Act 2010) and meet the essential criteria for the post you will receive an interview.

Please indicate if you have a disability: **Yes** [ ]  **No** [ ]

You do not have to declare a disability but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you advise us.

In relation to any disability would you require special facilities or assistance at interview?

**Yes** [ ]  **No** [ ]

If yes please give details below: Click here to enter text.

**Criminal records, convictions, cautions, reprimands, final warnings, bans etc**

**Important Information - Please read and sign the declaration at the end of this section**

Cotham School meets the requirements in respect of “exempted questions” under the Rehabilitation of Offenders Act (1974) and is thereby a Registered Body with the Disclosure Service provided by the Disclosure and Barring Service. It conducts checks as necessary, with the applicant’s permission, under the Disclosure and Barring Service Code of Practice.

Jobs working with children (ie all under-18s) or vulnerable adults are exempt under the Rehabilitation of Offenders Act (1974) by virtue of an amended Exceptions Order. This means that **you cannot withhold information about any relevant spent or unspent convictions in applying for this post (please see attached guidance)**. You are also asked not to withhold information about relevant cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions.

Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post you are giving permission for such Registers to be checked and for the local authorities concerned to share relevant information with Cotham School for the purpose of your application for employment. You are also giving permission for any number of past employers to be contacted regarding this application for employment.

The level of Disclosure for this post is Enhanced.

Shortlisted applicants will be asked to bring proof of identity with them to their interview e.g. current passport or new-style driving licence, plus at least one item of address related evidence. The Chair of the panel will ask to see these documents and explain that, if successful, you would then be asked to apply for Disclosure. To apply you will be given a Disclosure Application Form to fill in and return under separate confidential cover to a designated person within the Department. Alternatively, you might prefer to ring the DBS for a form. The completed form will be seen only by those who need to see it as part of the selection process.

Before a final offer of appointment is made, Cotham School will countersign your Disclosure Application Form prior to it being sent to the DBS. You will receive your own copy of the results of the check directly from the Disclosure Service, and Cotham School will receive its own copy of the results simultaneously.

a) Do you have a criminal record or have you ever been banned from working with children (up to 18) or vulnerable adults? **Yes** [ ]  **No** [ ]

b) Have you ever been the subject of **any** proven formal investigation(s), complaint(s) or the

like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?

**Yes** [ ]  **No** [ ]

If your answer is yes to either of these questions and you are shortlisted, the panel will discuss this at interview. You may wish to provide documentation concerning these which should be sent in a separate sealed envelope

**IMPORTANT:** In the event of answering yes to the above questions, it is important to note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It will be weighed according to relevance and the circumstances and background to your record. A copy of the School’s Policy re the recruitment of ex-offenders is available if you wish to see it.

Are you subject to a ban under The Safeguarding Vulnerable Groups Act 2006 which prevents you from working with children or vulnerable adults?

**Yes** [ ]  **No** [ ]

**Statement:**

**I confirm that I have read and understand the above provisions. If filling this form electronically you will be asked to sign a paper copy if you are invited to an interview.**

**Signed............................................................... Date:** Click here to enter a date.

**FILTERING OF CAUTIONS AND CONVICTIONS**

**This document provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from:**

[**www.gov.uk/government/organisations/disclosure-and-barring-service**](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a DBS Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

* Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013
* Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

**The Filtering Rules.**

**For those 18 or over at the time of the offence:**

An adult **conviction** will be removed from a DBS Certificate if,

* 11 years have elapsed since the date of conviction; and
* it is the person’s only offence, and
* it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences. *(see Exceptions to the Rules).* If a person has more than one offence, then details of all their convictions will always be included.

An adult **caution** will be removed after six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

**For those under 18 at the time of the offence:**

For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years.

For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.

**Exceptions to the Rules**

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences.  You can view this specified list of offences
[**www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check**](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

If you are unable to access the internet please contact the school who will be able to send this information to you direct.