

Equal Opportunities Policy

Recruitment Monitoring

In order to ensure that the Authority's Equal Opportunities Policy is being carried out, as a job applicant, you are asked to complete this form. The information on this page will only be used for monitoring purposes. Information overleaf relating to reasonable adjustments will be made available to the shortlisting panel.

Post Details

Post Title _____ Post Number _____

Grade or rate of pay _____

Service _____ Closing Date _____

Personal Details

Surname/Family Name _____ Title Mr/Mrs/Miss/Ms/Dr/Other _____

First Names _____ Age _____ Years Date of Birth _____

Sex Male Female

Racial Origin- Which of the following do you feel best describes your racial origin?

Ethnicity White

White: British

White: Irish

White: Other Please Specify _____

Ethnicity Black or Black British

Black or Black British: Caribbean

Black or Black British: African

Black or Black British: Other Please Specify _____

Ethnicity Mixed

Mixed: White & Black Caribbean

Mixed: White & Black African

Mixed: White & Asian

Mixed: Other Please Specify _____

Ethnicity Asian or Asian British

Asian or Asian British: Indian

Asian or Asian British: Pakistani

Asian or Asian British: Bangladeshi

Asian or Asian British: Other Please Specify _____

Ethnicity Other

Other: Chinese

Other: Please Specify _____

Faith / Religion

Buddhist Christian Hindu Jewish Jehovah's Witness Sikh Muslim

No Religion

Other Please Specify _____

Sexual Orientation-

Which of the following best describes how you think of yourself?

Heterosexual/Straight Gay/Lesbian Bisexual

Other Please Specify _____

Disability

The Disability Act 1995 and Disability Discrimination Act (Amendment) 2005 states that a person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider that you have a disability in terms of the above definition? YES NO

If **YES**, please briefly state in the space **at the bottom of this page** any adjustments the authority would need to make to enable you to be appointed to the Post for which you have applied. Some examples of adjustments are described.

Under the Disability Discrimination Act, 1995, the Authority acknowledges that it has duty to take all reasonable steps to ensure that any physical features of the Council's buildings and property do not place a disabled person at a substantial disadvantage in comparison with persons who are not disabled. As an employer, it will consider what steps may be necessary to make reasonable adjustments to overcome the practical effects of disability for both existing and potential employees.

Examples of such steps:

- Making specific changes to recruitment documentation and selection arrangements;
- Modifying procedures for testing or assessment;
- Allocating some duties to another post;
- Altering working hours and working arrangements;
- Acquiring or modifying equipment;
- Modifying instructions or reference manuals;
- Providing a reader or interpreter;
- Providing supervision;
- Giving an existing employee training or arranging for a newly-appointed employee to be given training;
- Transferring an existing employee to fill a vacant post;
- Assigning an existing employee to a different place of work; and
- Allowing an employee to be absent during working hours for rehabilitation, assessment or treatment

Adjustments

Please state any adjustments you wish the Authority to consider in relation to yourself during the recruitment and selection process for the post you have applied for.
