



# Application for Employment: Equal Opportunities

## The Royal Star & Garter Homes



### Completing this form

This form is an essential part of the recruitment process. It MUST be completed and returned with your Application For Employment form.

It has two purposes. It enables you and us to meet our legal obligations. Also it gives us information to monitor the practical effects of our Equal Opportunity policies and our recruitment process.

The information you give will be treated confidentially and stored securely by the Human Resources Department in accordance with legal requirements.

Please follow ALL instructions in each section carefully and tick boxes as appropriate. Write clearly in BLOCK CAPITALS in the space provided. If there is anything you do not understand or you would like further assistance, please contact a member of the Human Resources Team.

### Equal Opportunity Policy

The Royal Star & Garter Homes aims to comply fully with the relevant laws and Codes of Practice and will not discriminate illegally against any applicant on the grounds of race, sex, disability, marital status, age, religion or criminal record. All applicants will be treated fairly and considered on their merits and abilities in relation to the requirements of the job.

### 1 Your personal details

Mr / Mrs / Miss / Ms / Other title  Name

Your sex  Male  Female Your date of birth

Your marital status  Single  Married  Other (please specify)

What is your nationality?

### 2 Special needs

Do you have a disability or any special health needs?  Yes  No

If yes, please describe:

Are there any adjustments we should consider to assist you if you are invited to an interview or are offered the job?

### 3 How did you find out about this position?

Newspaper Advertisement (please specify title)

Trade Press / Specialist Publication (please specify title)

Via the Charity's website

Via a Royal Star & Garter Homes Employee

The Job Vacancy Board outside the Home

Job Centre (please specify branch)

Other (please specify)

**4 How would you describe your ethnic group**

**(a) White**

British  Irish

Any other white background (Please specify below)

**(b) Mixed**

White and Black Caribbean  White and Asian  
 White and Black African

Any other mixed background (Please specify below)

**(c) Asian or Asian British**

Indian  Pakistani  Bangladeshi

Any other Asian background (Please specify below)

**(d) Black or Black British**

Caribbean  African

Any other Black background (Please specify below)

**(e) Chinese or Chinese British or other ethnic group**

Chinese

Any other (Please specify below)

**5 Rehabilitation of Offenders and Criminal Record Disclosure**

Please answer the question below as the Charity is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974). This means that you must declare any conviction, even if it would normally be considered "spent" in accordance with that Act. In accordance with our Equal Opportunity policy, having a conviction will not necessarily bar you from employment; your application will be considered fully. We may ask you for further information to help us if you are invited for interview.

Have you had a criminal conviction?  Yes  No

If YES, please give full details including dates below. (Please note that, because of the Charity's responsibility for its residents, we are required to ask you questions at interview about relevant criminal convictions and associated information in order to assess any job-related risks and your suitability.)

Under the Care Standards Act 2000, if your application is successful, the Charity is required to obtain a Disclosure from the Criminal Records Bureau before the appointment can be confirmed. Further details will be given to you if you are offered a post.

**6 Declaration**

Notes: Data Collection and Use. Personal data is collected from you during the recruitment process, added to upon appointment and during the course of employment. The data is held both in paper form and electronically. It is used for personnel administration and employment monitoring purposes only and fully complies with the 1998 Data Protection Act.

I confirm that the information supplied in this form is true, and understand that if any of the information is found to be false or incomplete, any offer of employment may be withdrawn, or employment with The Royal Star & Garter Homes may be terminated.

Signed

Date