

CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Authority aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The Authority's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The Authority has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for	
Job No. or Ref (if applicable)	
Location	
How did you learn of this vacancy?	
Surname and initials	
Age	

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in one of the boxes below:

Bangladeshi	
Black, African	
Black, Caribbean	
Chinese	
Gypsy	
Indian	
Other Asian Background	
Other Black Background	
Other Ethnic Group	
Other Mixed Background	
Other White Background	
Pakistani	
Roma	
Travellers of Irish Heritage	
Unknown	
White & Asian	
White & Black African	
White & Black Caribbean	
White, British	
White, Irish	
Withheld	

Disability Guidance

The Authority is a Disability Confident employer. If you have a disability, this lets you know that:

- we will make reasonable adjustments to make sure you are considered for the job on an equal basis with other applicants.
- If the manager is satisfied your application shows you meet all the essential criteria, you will normally automatically be shortlisted for interview. However, in line with the National Disability Confident scheme, if there is a high number of suitable applications for a vacancy and its therefore not possible to interview all applicants, we will select those disabled candidates who best meet the essential criteria for a role. It may also be necessary to limit the overall number of disabled and non-disabled candidates interviewed for a vacancy.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act? (please state yes or no)	
If yes, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Military status

Where an applicant is a current or former member of the Armed Forces (including reserve forces) and they meet the essential criteria of the post, they are automatically shortlisted for interview.

Are you a current or former member of the Armed Forces (including reserve forces)? Please state yes or no.	
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Religion

Please identify your religion by putting an 'x' in one of the boxes below.

Christian – Including Church of England, Catholic, Protestant and all other Christian denominations	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion, please state	
Philosophical belief, please state	
Prefer not to say	

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in one of the boxes below.

Straight or Heterosexual	
Gay or Lesbian	
Bisexual	
Other sexual orientation, please state (free text box)	
Prefer not to say	

Gender Identity

Gender, please specify	
Is your gender identity the same as the gender you were assigned at birth? Please leave blank if you prefer not to say	

Military Status

Please identify your military status by putting an 'x' in the relevant box below, if required.

Territorial Army	
Army Reservist	

Employees with caring and parental responsibilities

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time.

Are you a carer?

We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

Examples of caring activities

A lot of people with caring responsibilities don't identify themselves as being a carer. We consider you to be a carer if you provide:

- personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
- physical care such as help getting out of bed, walking, eating and feeding, getting out of the house and/or in the community and with shopping
- administrative support such as help with finances and filling in forms
- emotional support and company including listening, prompting, encouraging and raising confidence.

According to the definition of a 'carer' given above, do you have caring responsibilities for an adult? Please leave blank if you prefer not to say	
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Are you a parent carer?

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a 'parent carer' given above, do you have caring responsibilities for a disabled child under the age of 18 years? Please leave blank if you prefer not to say	
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Are you a parent?

We define a parent as:

- a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
- a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

Are you a parent of a child or children under the age of 17 years? Please leave blank if you prefer not to say	
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Data Protection

: Authority will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitae (CV's) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification**. You will find copies of these in your job pack.

The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

Please ensure you read the job description and person specification before you begin to complete the form so you have in mind the skills and knowledge we are looking for.

The Authority is a Disability Confident employer. If you have a disability, this lets you know that:

- we will make reasonable adjustments to make sure you are considered for the job on an equal basis with other applicants.
- If the manager is satisfied your application shows you meet all the essential criteria, you will normally automatically be shortlisted for interview. However, in line with the National Disability Confident scheme, if there is a high number of suitable applications for a vacancy and it's therefore not possible to interview all applicants, we will select those disabled candidates who best meet the essential criteria for a role. It may also be necessary to limit the overall number of disabled and non-disabled candidates interviewed for a vacancy.

How to complete your application form

General hints

- Read the job description and person specification before you start
- Use black ink so we can clearly photocopy forms for shortlisting and interviewing
- Complete all sections of the form as fully as possible
- Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
- Keep a copy of the application form for your own records.

'Why should we employ you?'

- This is the most important part of the form and is your opportunity to show us how you meet the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.
- Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
- You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
- Use clearly labelled continuation pages if required.
- Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
- Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – it is unlikely that you will be shortlisted to interview.

References (Page 9)

We may contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

"Confidential - for the attention of the Personnel Officer"

All information provided on a "Confidential - for the attention of the personnel officer" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

Rehabilitation of Offenders

The Authority requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced disclosure from the Disclosure and Barring Service (DBS)..

If you require further details please visit the www.gov.uk website. Declaration of Interests

Direct or indirect canvassing of Councillors or Senior Officers by, or on behalf of yourself is forbidden. If you are related to a Councillor or Senior Officer record the details in a sealed envelope and mark it "Confidential - For the attention of the Personnel Officer".

Equal Opportunities in Employment Monitoring Form

The Authority has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help the Authority monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

Disability Guidance

The Equality Act 2010 states that you are disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application to the address shown on the application form. Please enclose a stamped, self-addressed envelope if you would like receipt of your application form to be acknowledged.

Other important information.

Data Protection

East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

The information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with the Authority, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your drivers licence and certificate of insurance to your manager for inspection upon appointment.

Health Statement

Where an appointment is offered, you will be required to provide information relating to your health.

Eligibility to work

It is a criminal offence to employ persons whose immigration status prevents them from working in this country.

You will be required, to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the County Council that you have the right to work in the UK.

Official confirmation of your national insurance number on a P45, P60, plastic NI number card, former payslip or a letter from the Inland Revenue or other Government Department can be provided; alternatively, a list of acceptable documents is available on request.

Applications to Job Share

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

Interview Expenses

The Authority does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact the Chief Fisheries and Conservation or Deputy Chief Fisheries and Conservation Officer if you require such assistance, before incurring any expense.