

Part Two

Equality & Diversity Monitoring Form

Post applied for	Closing date
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Where did you see this vacancy?

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

The following form sets out the main categories for monitoring equality and diversity. We ask you to respond to this information request positively as it will help us to ensure that our policies and practices do not inadvertently discriminate against you because of your age, disability, gender, race or ethnic origin, religion/belief or non-belief, sexual orientation or any other matter as identified under the Human Rights Act 1998.

Derwentside Homes assures you that any information you provide will only be used to monitor the effectiveness of our policies and for statistical purposes. The monitoring process will be strictly confidential and 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.

Personal details		
Title (Mr/Mrs/Miss/Ms/Other)	Gender (delete as appropriate) Male / Female	Date of Birth
Surname	Forename(s)	
Address		Postcode
Home telephone	Mobile telephone	Work telephone (if appropriate)
Email address		National Insurance number

May we contact you at work?

Yes No

Do you need a work permit to take up employment in the UK?

Yes No

If yes please give details below.

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Disability guidance

Derwentside Homes is committed to the 'Two Ticks' disability symbol, this means applicants who are disabled under the provisions of the Equality Act 2010 will be automatically shortlisted provided they meet the essential qualifications and experience required by the post. This positive action helps ensure people with disabilities get their fair share of jobs.

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.

Do you consider yourself to have a disability as set out in the Equality Act 2010? Yes No

Are you happy to disclose details of your disability to Derwentside Homes? Yes No

If yes please give details below.

Would the provision of any aids or modification assist you in carrying out the duties of this post? Yes No

If yes please give details below.

Is there anything we need to know about your disability in order to offer you a fair selection interview? Yes No

For example, do you need a signer or an accessible interview room?

Please give details below.

Ethnic origin

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

White

British

Irish

Eastern European

European

Other White

Mixed

White/Black Caribbean

White/Black African

White/Asian

Other mixed

South Asian

Asian British

Indian

Pakistani

Bangladeshi

Other Asian

Black

British

Irish

Eastern European

European

Other

Other ethnic group

Chinese

Japanese

Don't know

Other (please specify)

Religion

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

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Other religion

No religion

Prefer not to say

Sexual orientation

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

Heterosexual / straight

Bisexual

Gay

Other

Prefer not to say

Disclosure of criminal convictions

You are required to declare any criminal convictions (including bind over and cautions) which are not "spent" in accordance with the Rehabilitation of Offenders Act 1974.

Have you ever been convicted of a criminal offence? (select as applicable) Yes No

Are there any alleged offences outstanding against you? (select as applicable) Yes No

If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Declaration of interests

Please put an 'x' in any applicable box below. Space is provided to add further details if you answer Yes.

Are you known by or related to any Board Member or employee of Derwentside Homes?

Yes No

If Yes please state name of Board Member(s) / Officer(s) and positions held.

Do you have a close relative who works in a managerial position or owns a business with which Derwentside Homes contracts?

Yes No

If Yes please provide full details.

Have you worked for Derwentside Homes in the last 12 months?

Yes No

If Yes please provide full details.

Are you a tenant or applicant for housing with Derwentside Homes?

Yes No

If Yes please provide full details.

References

Please give details of two persons not related to you, one of whom must be your present or most recent employer from whom confidential references may be obtained. If you are in or have just completed, full time education, one referee should be from your school/college. We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in Part 1 of the job application form.

Name	Occupation	Address and telephone number

Declaration

I declare that the information given in Part 1 and Part 2 are, to the best of my knowledge, accurate in all respects. I understand that the giving of any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to dismissal. I further confirm that I have not canvassed either directly or indirectly in connection with this application.

I agreed that Derwentside Homes can contact my referees.

I also agree to the storage of information supplied on both manual and computerised personnel and payroll systems operated by Derwentside Homes, and to such data being used for administrative, payroll and statistical purposes.

Signature Date

How to return your forms

Completed Part 1 and Part 2 should be returned to:

**Human Resources,
Derwentside Homes Ltd,
Greengates House,
Amos Drive,
Greencroft Industrial Park,
Stanley, Co Durham
DH9 7YE.**

CVs are not accepted as an alternative to the application form.

Data Protection

Under the Data Protection Act 1998, 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. If you accept a post with Derwentside Homes, your personal information will be held for purposes relating to your Contract of Employment. If your application is unsuccessful, your application form and any other information we hold about you will be destroyed after six months.

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.

If you require this document in different formats, languages, large print, Braille or audiotape please contact us using the contact details at the bottom of this page.

বাংলা *আপনার যদি এই ডকুমেন্টটি বিভিন্ন আকারে, ভাষায়, বড় ছাপায়, ব্রেইল অথবা অডিওটেপে প্রয়োজন হয় তাহলে অনুগ্রহ করে এই পৃষ্ঠার নিচের যোগাযোগের বিবরণটি কাজে লাগিয়ে আমাদের সাথে যোগাযোগ করুন।*

中文 *如果您想收到本文件的不同格式版本、其他语言版本、大字体版、盲文版或录音磁帶，請按照本頁末尾的联系方式与我们联系。*

हिंदी *यह दस्तावेज विभिन्न आरूपों में, भाषाओं में, बड़ी छपाई, ब्रेल या ऑडियो टेप के रूप में चाहते हैं तो कृपया इस पन्ने के नीचे दिये गए संपर्क व्योरे का उपयोग करके हमसे संपर्क करें।*

Magyar *Ha Ön eltérő formátumban, más nyelven, nagy betűs nyomtatással, Braille írással vagy hangszalagon szeretné megkapni ezt a nyomtatványt, lépjen érintkezésbe velünk a lap alján található kapcsolat felvételi címek használatával.*

Latviešu *Ja jums šis dokuments ir nepieciešams dažādos formātos, valodās, lielā drukā, Braila rakstā vai audioierakstā, lūdzu, sazinieties ar mums izmantojot kontaktinformāciju šīs lappuses apakšā.*

Lietuviškai *Jeigu jums reikia šio dokumento kitais formatais, kalbomis, dideliu šriftu, Brailio raštu arba įrašytu į garsajuostę, prašome susisiekti su mumis, naudojant šio puslapio apačioje pateiktus kontaktinius duomenis.*

Polski *W przypadku zainteresowania wersją dokumentu w innym formacie, języku, wydaniem drukowanym dużą czcionką, pisany alfabetem Braille'a lub w formie nagrania, prosimy o kontakt. Dane kontaktowe podano na dole strony.*

ਪੰਜਾਬੀ *ਇਹ ਦਸਤਾਵੇਜ਼ ਅਲੱਗ ਅਲੱਗ ਸਰੂਪਾਂ, ਭਾਸ਼ਾਵਾਂ, ਵੱਡੇ ਅੱਖਰਾਂ, ਬਰੇਲ ਜਾਂ ਆਡੀਓ ਟੇਪ ਵਿਚ ਚਾਹੀਦਾ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਪੰਨੇ ਦੇ ਹੇਠਲੇ ਹਿੱਸੇ 'ਤੇ ਦਿੱਤੇ ਸੰਪਰਕ ਵੇਰਵੇ ਦੀ ਵਰਤੋਂ ਕਰਕੇ ਸਾਨੂੰ ਸੰਪਰਕ ਕਰੋ।*

اردو *اگر آپ کو یہ دستاویز مختلف اشکال، زبانوں، جلی حروف، بریل یا آڈیو ٹیپ میں درکار ہو، تو براہ مہربانی اس صفحے کے نیچے حصے میں دی ہوئی رابطہ تفصیلات استعمال کر کے ہم سے رابطہ کریں۔*



Human Resources

Derwentside Homes,
Greengates House,
Amos Drive,
Greencroft Industrial Park,
Stanley,
County Durham
DH9 7YE



01207 524 204, 01207 524 206 or 01207 524 327



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www.derwentsidehomes.co.uk