

Equal Opportunities Policy

The London Borough of Sutton values diversity, and has an Equalities Policy to ensure that all applicants are treated fairly, and that they are appointed solely on their suitability for the post irrespective of race, gender, disability, sexuality or age.

The Council is also committed to ensuring equal access to employment and details from this form will allow us to identify any groups that are under-represented in our workforce. The information you give us here will only be used for the purposes of Personnel management

Your answers to the questions below will be collated electronically, so please do not mark the paper outside the boxes.

Last Name

First Name

Ethnic Group

I would describe myself as (please tick one box)

WhiteBritish Irish Any other white background **Black or Black British**
Caribbean African Any other black background **Mixed**White & Black Caribbean White & Black African White & Asian Any other mixed background **Chinese or other ethnic group**Chinese Other **Asian or Asian British**Indian Pakistani Bangladeshi Any other Asian background **Gender**Female Male **Disability**Are you disabled? Yes No

If Yes what access arrangements, adjustments or adaptations would help you to do this job?

If we ask you to come for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

Date of Birth/...../.....

ELIGIBILITY TO WORK

Are you eligible to work in the UK?

Yes No

Please give your National Insurance number:

Do you require a work permit to work in the UK?

Yes No

If yes, please attach a copy of your latest work permit. If there are any restrictions on the periods you are permitted to work, please detail these on a separate sheet.

Do you wish to job share?

Yes No

Where did you see the advertisement?

Working with vulnerable people

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in any of these areas you are required to state whether or not you have **any** convictions, or there are any criminal charges or summonses pending, against you. This applies whether or not your conviction is regarded as 'spent'. Those appointed to work with children will also be required undertake a check for convictions by the Criminal Records Bureau. A conviction will not necessarily be a bar to employment.

IMPORTANT

If the job for which you are applying has substantial opportunity for access to vulnerable people you **must** complete this section.

Have you ever been disqualified from working with any vulnerable people, including children?

Yes No If YES, please give details on a separate sheet

Do you have a conviction or caution or actions pending?

Yes No If YES please give details on a separate sheet

Criminal records clearance report.

Some designated jobs are subject to a clearance report from the Criminal Records Bureau. If you are applying for other employment (for example not working with vulnerable groups as above) do you have any convictions or cautions that you consider are **NOT SPENT** or actions pending?

Yes No If YES please give details on a separate sheet

If my application is successful I agree to complete an application form for a Criminal Records check to be carried out.

Signed: Date: