

**Equal Opportunities Monitoring Form**

**Please ensure you have read the guidance notes before completing this form.**

Please complete this form electronically and return to [contactus@stcuthbertsdarlington.org.uk](mailto:contactus@stcuthbertsdarlington.org.uk)

This form will not be seen by any member of staff other than the HR&OD Department and will be used solely in the processing of your application. **It will not be provided to the short-listing panel or to the interviewing panel.**

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| --- | --- | --- |
| ***Office Use Only*** | ***Job Title:*** | ***Job Reference*** |

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Forename(s)** |  |
| **Preferred title** |  | **Known as** |  |
| **Address** | | **Preferred tel. no** | |
|  | |  | |
| **Email** | |
|  | |
| **Postcode** |  | **NI number** |  |

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| --- | --- | --- |
| **Are you currently eligible for employment in the UK?** | Yes | No |
| Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card, birth certificate, passport or travel documentation showing an authorisation to reside and work in the UK. | | |
| **Are you related to any person employed by St. Cuthbert’s Church?** | Yes | No |
| If yes, please give full details: | | |
| **Have you previously applied for employment with St. Cuthbert’s Church?** | Yes | No |
| If yes, please give details: | | |
| **Do you have other ongoing employment?** | Yes | No |
| If yes, please give details: | | |
| **Source of application** | | |
| Please state where you saw this vacancy advertised: | | |

**Equal Opportunity Monitoring**

In accordance with our policy on equal opportunities in employment, St. Cuthbert’s Church will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

The information requested in boxes 1-10 (inclusive) will be treated in the strictest of confidence and will be used only to provide statistics for equality monitoring purposes. The information will be stored separately from your application form and will not be seen by staff directly involved in the appointment. There is no obligation on you to provide this information. All applicants will be treated the same whether or not they provide this information. Thank you for your assistance.

**Please complete all sections that apply:**

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| --- |
| **1. Date of Birth** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Gender -** which of the following best describes your gender? | | | |
| Female | Male | Prefer not to say | Prefer to self‐describe |
| Option to self‐describe: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Marital Status** | | | |
| Single | Married | | Civil Partnership |
| Separated | Divorced | | Widowed |
| Prefer not to say | | Other: *please describe* | |

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| **4. What is your sexual orientation?** | | |
| Heterosexual/straight | Bi/bisexual | Gay/lesbian |
| Prefer not to say | Other term: *please describe* | |

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| **5. Disability** | | |
| *Following implementation of the Equality Act 2010, employers are committed to providing people with an opportunity to compete fairly for jobs. The Equality Act provides that ‘a person has a disability for the purpose of this Act if s/he 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 meet this definition?** | Yes | No |
| If ‘yes’, please provide details. | | |
| Please outline any reasonable adjustments you may need if invited to attend an interview. | | |
| **6. Nationality** | | |
|  | | |

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| --- | --- | --- | --- |
| **7. Ethnic Origin**  *Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.* | | | |
| I would describe myself as (choose ONE section from (i) to (v), and then tick the appropriate box to indicate your cultural background): | | | |
| **(i) White:** | | | |
| British | English | | Scottish |
| Welsh | Northern Irish | | Irish |
| Gypsy or Irish Traveller | Prefer not to say | | Other White Background:  *please specify* |
| **(ii) Mixed/Multiple ethnic groups:** | | | |
| White and Black Caribbean | White and Black African | | White and Asian |
| Prefer not to say | | Other Mixed/Multiple ethnic background:  *please specify* | |
| **(iii) Asian, Asian British:** | | | |
| Indian | Pakistani | | Bangladeshi |
| Chinese | Prefer not to say | | Other Asian background:  *please specify* |
| **(iv) Black, African, Caribbean, Black British:** | | | |
| African | | Caribbean | |
| Prefer not to say | | Other Black, African, Caribbean background:  *please specify* | |
| **(v) Other ethnic group:** | | | |
| Arab | Prefer not to say | | Other ethnic group:  *please specify* |

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| **10 Religion or belief** | | |
| Buddhist | Christian | Hindu |
| Jewish | Muslim | Sikh |
| No religion or belief | Prefer not to say | Other:  *please specify* |

**Data Protection**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

St. Cuthbert’s Church treats personal data collected during the recruitment process in accordance with its statutory obligations on data protection and its data protection policies. Information about how your data is used and the basis for processing your data is provided in the Church’s Privacy Notice and further information is available by contacting [contactus@stcuthbertsdarlington.org.uk](mailto:contactus@stcuthbertsdarlington.org.uk)

**Declaration**

To the best of my knowledge and belief, I declare that the information supplied by me in each section of this form is complete and correct. I hereby consent to St. Cuthbert’s Church processing the data supplied in this application form for the purposes of recruitment and selection activities, including monitoring.

***Please note:*** *Any false, incomplete or misleading statements may lead to dismissal.*

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| --- | --- | --- |
| **Applicant’s signature:** | | **Print name:** |
|  | |  |
| **Date:** |  | |

**Please email your completed application form by the closing date to** [contactus@stcuthbertsdarlington.org.uk](mailto:contactus@stcuthbertsdarlington.org.uk)

**Please note:** Your application form must be returned in a Microsoft Word or compatible format to enable Section E to be detached from your job application. Failure to return your application in a Microsoft Word or compatible format may prevent your application being progressed to the shortlisting stage.