

equality and diversity

private and confidential



adactus
housing group ltd.

This section will be detached from your application.

Adactus is committed to treating all employees/prospective employees, with dignity and respect, regardless of race, gender, disability, sexual orientation, religion or belief. In order to ensure that our Equality and Diversity policy is effective, we need to gather information regarding applicants and new employees. The information you provide will be treated in the strictest confidence. It will be held by the HR Section and will only be used for monitoring purposes and for the processing of your application.

Full Name	
Title eg Mr/Mrs/Ms/Miss	National Insurance Number
Address	

Postcode	

Telephone number(s)	
Work (if it can be used)	

Home	

Mobile	

Email	

Post applied for	Post Reference No
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Other personal information (Please tick)

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>	Date of Birth					
Sexual orientation	Bisexual <input type="checkbox"/>	Gay <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>				
Religion or belief	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	None <input type="checkbox"/>	Other <input type="checkbox"/>	_____ (Please specify)

Ethnic origin (Please tick)

A. White	British <input type="checkbox"/>	Irish <input type="checkbox"/>	White other <input type="checkbox"/>	
B. Mixed	White and Black Caribbean <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White and Asian <input type="checkbox"/>	
	Other mixed <input type="checkbox"/>			
C. Asian or Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Asian <input type="checkbox"/>
D. Black or Black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other Black <input type="checkbox"/>	
E. Chinese or other ethnic group	Chinese <input type="checkbox"/>	Other <input type="checkbox"/>		

Equality Act

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day duties.

Do you consider yourself to have a disability as defined above? Yes No

Please indicate any arrangements required to enable you to meet the person specification.

Please indicate any arrangements we should make to ensure you have an opportunity to attend and demonstrate your skills at a test or an interview eg sign language interpretation, wheelchair access etc.

Declaration of Criminal Offences

In order to protect the interests of the community, every effort is made to ensure the information provided by applicants is accurate. This is achieved by the potential employee being asked to apply for a "Disclosure" from the Criminal Records Bureau for certain posts. The Rehabilitation of Offenders Act of 1974 states that an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred ie the conviction is "spent". Only offences which are not "spent" need to be declared. The Rehabilitation of Offenders Act 1974 provides that certain conditions shall be regarded as spent at the date you sign the application form. Applicants are reminded that certain posts are exempt from the 1974 Act, and therefore you may be required to reveal any criminal convictions you might have, including any which may otherwise be considered "spent" under the Act. **Further information will be included in this pack if the post is exempt.**

Do you have a criminal record? If so, please give details.
(This does not mean that your application will not be considered)

Yes No

To your knowledge are you related to a present Board or staff member?

Yes No

If 'Yes' give details

How did you find out about this vacancy? (Please tick media)

Adactus website Other website (please specify) _____

Job Centre From existing employee Internal circular (internal employees only)

Newspaper/Journal advertisement (please specify) _____

Data Protection Act 2003

The personal data that you provide will be used for the purposes of monitoring the provision of equal opportunities within the Adactus Housing Group. It will enable Adactus to meet its statutory obligations under the Equality Act 2010.

I agree to the processing of the information that I have provided in accordance with the Group's registration with the Data Protection Information Commissioner.

Signed _____

Date _____