

RECRUITMENT MONITORING/ADDITIONAL INFORMATION FORM

STRICTLY CONFIDENTIAL

Confidential Job Ref No: /

Part B of this form will be separated from your application/CV upon receipt and does not form part of the selection process. It will be retained by the Human Resources Department purely for monitoring purposes.

PART A

Application for the post of:

Reference No. / /

References

Please give the names and addresses of two referees, one of whom should be your present or most recent employer (if you have recently finished education, a tutor/teacher will suffice) who will be able to comment on your suitability for this post. The other may be someone who knows you well but they should not be a member of your family. (Please note: In the majority of cases, references will only be taken up if you are formally offered the position. However, depending on the role, further enquiries may be made to the two referees in addition to any written or verbal statement provided).

Name: Name:

Address: Address:

Tel. No: Tel. No:

E-mail: E-mail:

Occupation:..... Occupation:

Capacity in which known to you: Capacity in which known to you:

Date of Employment: Date of Employment:
 (if applicable) (if applicable)

Have you any objection to this referee being contacted prior to interview?

Yes No

Have you any objection to this referee being contacted prior to interview?

Yes No

IMPORTANT INFORMATION

CRIMINAL RECORDS BUREAU

(The Rehabilitation of Offenders Act 1974)

Certain posts are exempt from the Rehabilitation of Offenders Act 1974 therefore job applicants must disclose all criminal convictions whether 'spent' or not. The level of check, either Basic, Standard or Enhanced will be determined by the duties of the position. You will be advised in the Job Application Pack whether the post is exempt, if it is, the Criminal Records bureau will undertake checks for individuals, on application. A Disclosure certificate will not be requested until an offer of employment is made in writing.

You are therefore required to give details of all convictions and cautions, including 'spent' convictions. Any information provided will be strictly confidential and will be considered only in relation to this or a similar position within Slough Borough Council.

A conviction will not necessarily bar you from obtaining employment

Basic, Standard & Enhanced Checks (refer to Job Application pack)

Have you ever been convicted for a criminal offence Yes No

Please give details below;

Date	Offence/Allegation	Sentence (If applicable)

Enhanced Checks Only (refer to Job Application pack)

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post. Yes No

Disability Discrimination Act 1995 (Completion of this field is optional).

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. We are using the Guaranteed interview scheme because we recognise that people with disabilities have been disadvantaged in their employment opportunities. Applicants with disabilities who meet the published minimum criteria for the job will be guaranteed an interview. The Disability Discrimination Act defines a disabled person as someone who has: *A physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.*

Do you have a disability which is relevant to your application? Yes No

If yes, please state the type of disability you have:

.....

If it is not obvious please give brief details of how it affects you :

.....

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

.....

.....

Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

General

Do you hold a current driving licence? Yes No

For applicants applying for posts within a social care role please answer questions 1 & 2 in addition to the others:

- 1. Do you have the daily use of car?
- 2. Are you a foster carer, adoptive parent or respite carer for Slough Borough Council? If yes, please give details:

.....

Do you have any family/relatives (no matter how distant) in Slough Borough Council's employment? If so, please state name(s) and department(s):

.....
.....

Are you (to your knowledge) related, no matter how distant, to any elected Member or Senior Officer of Slough Borough Council? If so, to whom? (*Canvassing of members of the Council or its Committees directly or indirectly will automatically disqualify any candidate concerned*).

.....

Declaration

I certify that the information given on this form is correct and complete to the best of my knowledge. I have not canvassed either directly or indirectly any member of a Governing Body or any officer or member of Slough Borough Council in connection with this appointment. False or withheld information may lead to the termination of employment. Under the provisions of the Local Government Act 1972, I confirm that I am not, nor have been for twelve months prior to this application a serving elected member of this Council.

I agree to the Authority carrying out pre-employment screening on my application for this post.

I also acknowledge and agree to have the above information processed in accordance with the Data Protection Acts 1984 and 1998. Under this Act you have a right of access to information we hold about you. The application form is used for shortlisting, interviewing and monitoring purposes. If you are not appointed the form will be kept for a period of 12 months. The successful applicant's application form will form part of a Personal File, which will be kept securely by the employing department.

Mark box to agree and sign below.

Signature:..... Date:

PART B

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION. The information you provide will solely be used for monitoring purposes. It will not be made available to those involved in the selection process.

What is your Ethnic Group

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

British

Irish

Any other White background, please write in:

.....

B. Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in:

.....

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in:

.....

D. Black or Black British

Caribbean

African

Any other Black background, please write in:

.....

E. Chinese or other ethnic group

Chinese

Other, please write in

.....

F. I do not wish to provide this information.

Gender

Male

Female

Disability – Do you have a disability? Please tick one box.

00 - None		06 - You have mental health difficulties.	
01 - You have a specific learning difficulty (for example dyslexia)		07 - You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition	
02 - You are blind or partially sighted.		08 - You have two or more of the above.	
03 - You are deaf or hard of hearing.		09 - You have a disability, special need or medical condition that is not listed above.	
04 - You use a wheelchair or have mobility difficulties.		10 - I do not wish to provide this information.	
05 - You have Autistic Spectrum Disorder or Asperger Syndrome.			

Present Status

Internal Applicant

External Applicant

Date of Birth

..... (dd/mm/yyyy) Age

Age Group

16 - 24 yrs

25 - 29 yrs

30 - 39 yrs

40 - 49 yrs

50 - 59 yrs

60 - 65 yrs

Location

Live within Slough Borough

Live within Berkshire County

Other

Media

Please state where you saw this post advertised

For Office Use Only:

Entered on CHRIS system:

Date:

Initial:

When the information has been entered onto the CHRIS database, please sign and date this form.