**Equal Opportunities Monitoring Sheet**

Motiv8 is committed to being an equal opportunities employer. The aim of our policy is to ensure that all applicants are treated equally irrespective of race, colour, ethnic or national origin or religion, political views or membership, sexuality, age, marital status, disability, gender reassignment, pregnancy/ recent child birth or trade union membership. To assist in monitoring this policy, and for no other reasons please complete this questionnaire. This information will be kept strictly confidential. It will not be seen or used during the selection process and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested. None of the questions are compulsory. After recording the information for statistical purposes the form will be shredded/ deleted.

N.B. most posts are exempt from the Equality Act 2010, Schedule 9, Part 1

**Reasonable adjustments for interviews and tests**

Tell us how we can remove any barriers for you in our recruitment process. We want you to do well, so it is important you tell us how we can help. You may need a parking space, a British sign language interpreter, a translator, an induction loop or this form in another format. You may just need extra time for your interview due to Dyslexia. Whatever it is you need tell us and we will try to meet your needs.

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Note If at any time you feel aggrieved at the manner in which your application is received and/or the way an interview is conducted to which you were invited, you should formally submit, in writing, such a complaint to the Resources Manager at info@motiv8south.org.uk.

**Please mark the appropriate boxes below**

**Age**

|  |  |
| --- | --- |
| **Date of birth** |  |

**Gender identity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Intersex |  |
| Non binary |  | Prefer not to say |  | Preferred term |  |

**Relationship status (please tick one option)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Civil Partnership |  | Co-habiting |  | Single |  |
| Married |  | Other (please specify) |  |
| Prefer not to say |  |

**Sexual Orientation – Please tick one option**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual/straight |  | Gay woman/Lesbian |  | Gay man |  |
| Bisexual |  | Other (please specify) |  |
| Prefer not to say |  |

**Religion/Belief – Please tick one option**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No religion  |  | Christian |  | Buddhist |  |
| Sikh |  | Hindu |  | Muslim |  |
| Jewish |  | Other (please specify) |  |
| Prefer not to say |  |

**Racial/Cultural Origin – Please tick one option**

|  |
| --- |
| White |
| British/English/Welsh/Scottish/ Northern Irish |  | Irish |  | Gypsy/ Irish Traveller |  |
| Roma |  | Other White background (please specify) |
|  |
| Asian or Asian British |
| Bangladeshi |  | Chinese |  | Indian |  |
| Pakistani |  | Other Asian background (please specify) |
|  |
| Black or Black British |
| Caribbean |  | Somali |  | Other African |  |
| Other Black Background (please specify) |
|  |
| Mixed/Multiple heritage |
| White and Black Caribbean |  | White and Black African |  | White and Asian |  |
| Other mixed background (please specify) |
|  |
| Other Ethnic Group |
| Yemeni |  | Other Arab |  | Other ethnic group (Please specify) |
|  |
| Prefer not to say |  |

**Disability**

*A disability is an impairment that has (or is likely to have) a substantial (more than minor), adverse, long-term (more than a year) effect on the ability to carry out normal day-to-day activities.*

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| Do you consider yourself to be a disabled person? |
| Yes |  | No |  | Prefer not to say |  |

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

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The information in this form is for monitoring purposes only.

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| **Substance Misuse Monitoring**Do you have any history of substance misuse that we should be aware of? If so, please indicate below. Please note that if these issues are current or are within the last 2 years, additional information may be required. Please note that any disclosures will be confidentially reviewed after recruitment and on an individual basis. |

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**Unpaid Caring Responsibilities**

*A carer is anyone who provides unpaid care by looking after or giving help or support to family members (including a disabled child), friends, neighbours or others because of long-term physical or mental ill health/disability, or problems related to old age.*

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| Are you an unpaid Carer? |
| Yes |  | No |  | Prefer not to say |  |

**Please choose one option below if answered yes**

|  |  |
| --- | --- |
| Primary carer of child/children under 18 |  |
| Primary carer of disabled child/children |  |
| Primary carer or disabled adult (over 18) |  |
| Primary carer of older person |  |
| Secondary carer (another person carries out main caring role) |  |

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| --- |
| **DATA PROTECTION: Information you give us may be stored on a computer and used for purposes of administration, monitoring and evaluation. The keeping of computerised personal records is governed by the Data Protection Act 1984. This Act gives you the right to ask for and to receive a copy of the computerised information held about you by Motiv8****All information obtained by Motiv8 will be treated with the strictest confidence and will not be disclosed to any unauthorised person. However, Motiv8 operates an Open File Policy around information held you you, which means that you may access all information held about you.** |
| I confirm that the information that I have given is correct at the date of this application Y/N |

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| **Criminal Convictions and Cautions**Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children or young people/young adults. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”. |
| Have you ever been convicted of any criminal offences or have been officially cautioned, warned or reprimanded in relation to any such offence? **YES/NO** I declare that I am not on List 99, disqualified from working with children/young people or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Disclosure Barring check will be carried out? **YES/NO**If **YES,** please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked confidential and forward to Marina Tuck, Resources Manager, Motiv8 South Ltd, 6 Queen Street, Portsmouth, PO1 3HL or e mail marked in the subject line as “confidential” to marina.tuck@motiv8south.org.uk. This will not be opened unless you have been offered a role within Motiv8.**PLEASE NOTE:*** If your application is successful, you will be required to undergo a Disclosure Barring Check at the appropriate level for your role**.** This will require you to complete an online application and to provide a range of documentary evidence of your identity and address.
* The existence of criminal convictions will not necessarily be a bar to employment but will be assessed on an individual basis. A criminal record regarding offences against young people is likely to bar you from employment from Motiv8.
* Any criminal record information arising out of the disclosure process will be discussed with the Chief Executive (or nominated person) and you will be informed of the outcome of this discussion.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children/young people if you are excluded from such work by virtue of a court order or exclusion by the DfE or DoH.**

Further informationDo you hold a full UK driving licence YES/NOWould you have the use of a car for work: YES/NODo you require a work permit: YES/NO |