Thank you for your interest in our vacancy at Homefield College. Please complete this form and return along with the Vacancy Application form.

Homefield College is an equal opportunities employer and intends to treat its employees and any applications for employment fairly, regardless of gender, age, religion, ethnic origin or disability.

In order to help us to achieve this we respectfully request that you complete this form in order that we can use the information to monitor the effectiveness of our policies and procedures.

The information contained in this form will be used for statistical monitoring purposes only and is not seen by the shortlisting or interview panel.

|  |  |
| --- | --- |
| **Position applying for:** |  |

## Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Forename(s):** |  |

|  |  |
| --- | --- |
| **Surname:** |  |
| **Previous Names:** |  |

|  |  |
| --- | --- |
| **Address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone:** |  | **Mobile:** |  |

|  |  |
| --- | --- |
| **Email:** |  |

|  |  |
| --- | --- |
| **National Insurance number:** |  |

## Next of Kin

Please provide details of at least one Emergency Contact / Next of Kin:

|  |  |
| --- | --- |
| **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone:** |  | **Mobile:** |  |

|  |  |
| --- | --- |
| **Relationship to you:** |  |

|  |  |
| --- | --- |
| **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone:** |  | **Mobile:** |  |

|  |  |
| --- | --- |
| **Relationship to you:** |  |

**Personal Information**

**Date of Birth** (DD / MM / YYYY)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **/** |  |  | **/** |  |  |  |  |

**What is your gender?** (E.g. male, female, non-binary, agender etc.)

|  |
| --- |
|  |

**Is your gender different from the gender assigned**  Yes  No

**to you at birth?**

**What is your Marital Status?** (E.g. married, cohabiting, civil partnership, single etc.)

|  |
| --- |
|  |

**How would you describe your sexual orientation?**

(e.g. Heterosexual / Straight, Lesbian, Gay, Bisexual, Asexual etc.)

|  |
| --- |
|  |

**What is your preferred pronoun?**

(e.g. He/Him, She/Her, They/Them, etc.)

|  |
| --- |
|  |

**Ethnicity, Nationality & Religion**

How would you describe your ethnicity:

**White**

English / Welsh / Scottish / Northern Irish / British

Irish

Gypsy or Irish Traveller

Any other White background\*

**Asian / Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background\*

**Black / African / Caribbean / Black British**

African

Caribbean

Any other Black / African / Caribbean background\*

**Mixed / Multiple Ethnic Group**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed / Multiple Ethnic background\*

**Other Ethnic Group**

Arab

Any other Ethnic background\*

|  |  |
| --- | --- |
| \*If you ticked other for any box above,  please specify your ethnicity |  |

**What is your nationality?** (E.g. British, Indian, Polish, Russian, Japanese, Thai etc.)

|  |
| --- |
|  |

**What is your religion?** (E.g. Christian, Muslim, Hindu, Jewish, Buddhist etc or no religion)

|  |
| --- |
|  |

## Health & Disability

We are an equal opportunities employer and will not discriminate on the grounds of health or disability.

Disability is defined in the Equality Act 2010 as “a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.” For example this can include diabetes, epilepsy, learning difficulties, hearing, speech, or visual impairments, physical impairment, arthritis and heart problems.

This information will help us identify any reasonable adjustments that we might need to consider in order for you to attend an interview or carry out the job.

**Do you consider yourself to have a disability or Medical condition?**

Yes  No

If yes:

**Will it affect your ability to carry out the duties**  Yes  No

**of the job which you are applying for?**

**Please give details of your disability / medical condition and how it could affect your abilities to carry out the job role:**

|  |
| --- |
|  |

## Right to Work in the UK

You will need to evidence documentation to support your entitlement.

**Are you legally entitled to work in the UK?**  Yes  No

## Referees

Please provide the name of two referees. One must be your current or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends, and where possible, both should be provided through an employer.

### First employment reference

|  |  |
| --- | --- |
| **Full name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |

|  |  |
| --- | --- |
| **Phone:** |  |

|  |  |
| --- | --- |
| **Email:** |  |

**In what capacity do you know the referee?**

|  |
| --- |
|  |

### Second employment reference

|  |  |
| --- | --- |
| **Full name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |

|  |  |
| --- | --- |
| **Phone:** |  |

|  |  |
| --- | --- |
| **Email:** |  |

**In what capacity do you know the referee?**

|  |
| --- |
|  |

## The Rehabilitation of Offenders Act 1974

By virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of health services and which is of such kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties.

You are therefore, **not entitled to withhold information about convictions** (even if you get advice that says you may withhold information) for which in other employment situations they may be seen as “Spent” under the provision of the Act. If we employ you, failure to disclose such convictions (disclosed through an enhanced DBS check) could result in disciplinary action by the college that could lead to your dismissal, therefore you should detail below any and all criminal convictions you may have.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

*Should you require more guidance and the criteria on the filtering of ‘protected’ cautions and convictions, this can be found on the Disclosure and Barring Service website.*

Disclosure need not necessarily be a bar to obtaining this position.

**Do you have any unspent conditional cautions / convictions**   Yes  No

**under the Rehabilitation of Offenders Act 1974?**

**Do you have any adult cautions (simple or conditional) or**  Yes  No

**spent** **convictions that are not protected as defined by the**

**Rehabilitation of Offenders Act 1974 (Exceptions) Order**

**1975 (Amendment) (England and Wales) Order 2020?**

If yes:

**Please give details** (these details need to include the court’s decision)

|  |
| --- |
|  |

## Job Monitoring

**How did you hear about this vacancy?**  Indeed

E-Teach

Gov.uk

Homefield Website

Homefield Social Media

Friend / Family

General Enquiry

|  |  |
| --- | --- |
| **Other** (please specify) |  |

## Equality & Diversity at Homefield

We recognise and actively promote the benefits of a diverse workforce. We are committed to treating all employees with dignity and respect, regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all areas of the community.

This document is only used for monitoring purposes, and is separated from the application form for the purposes of shortlisting.

*We are an equal opportunities employer and will not tolerate discrimination in any form.*

Please see our Privacy Notice for information on the use of your data.

Many thanks for taking the time to complete this form and thank you for assisting us in actively promoting equal opportunities.

## Undertaking

Please read and sign the following undertaking:

* **I confirm that the information that I have provided within all of my application documentation is, to the best of my knowledge and belief, true in all respects.**
* **I understand that, should I have deliberately made a false or misleading statement on this form, my future employment can be terminated without notice.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**Please send your completed documents back to our Human Resources Department**

either by post:.   
Homefield College Human Resources,  
217 Loughborough Road, Mountsorrel,  
Loughborough, Leicestershire, LE12 7AR

**:**

or by email:.   
hr@homefieldcollege.ac.uk