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**Cambridge City Council (Confidential)**

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| **Application Reference No:**  **(Office use only)** |  |

Cambridge City Council believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city.

The Council would encourage all of our applicants to complete the equal opportunities monitoring form with their application so that we can assess our performance. We are committed to being representative of the community that we serve, to help us achieve this, we need to have a clear picture of who are community base is.

The monitoring information which we collect will enable us to ensure that our recruitment procedures are as fair and accessible as possible. Data will be analysed to spot trends and remove barriers or target areas where our policies and practices can be improved to boost equal opportunity.

If you are concerned about how your data will be stored, accessed or shared, be reassured that it will be kept confidential at all times and in accordance with the General Data Protection Regulation (GDPR). Further information can be found in our Privacy Notice here: <https://www.cambridge.gov.uk/applicant-privacy-notice>

Completing equality monitoring form is not compulsory however, we would encourage you to complete it. Although you are not obliged to answer every question, by doing so, it helps to ensure that best practice and equal opportunities are upheld and allows for any barriers to diversity to be highlighted.

We are committed to a policy of equality of opportunity in employment and aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Surname:**       **First name(s):**

**Preferred title:**        (e.g. Miss, Mr, Mrs, Ms, Mx, Dr…)

**Personal pronouns:**        (*e.g. he/ him, she/ her, they/ them*)

**Home Address:**

**Home Telephone Number:**       **Mobile Telephone Number:**

**Email Address:**

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| --- | --- | --- | --- | --- |
| **Gender** (please tick the box that is most applicable to you): | | | | |
| Female |  |  | Male |  |
| Prefer not to say |  |  | Prefer to describe: | |

**Date of Birth:**

**National Insurance Number:**

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| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes  No  **If Yes, please provide details**  Do you require a work permit prior to taking up employment? Yes  No  Where it is a requirement for the post, do you hold a current driving licence? Yes  No  **Safeguarding Children & Adults at Risk**  Do you have any unspent convictions? Yes  No  Do you have any spent convictions? Yes  No  (Please note that details of spent convictions need to be completed **only** if the role requires a Disclosure & Barring Service (DBS) Check, as identified in the application information/ details. Please see [here for further guidance](https://www.gov.uk/government/publications/disclosing-your-criminal-record-guidance-for-those-with-offences/disclosing-your-criminal-record) on what you are expected to disclose).  Any details of spent or unspent convictions should be submitted with your application for the attention of the Recruitment Manager marked PRIVATE & CONFIDENTIAL to [recruitment@cambridge.gov.uk](mailto:recruitment@cambridge.gov.uk).  Have you ever been the subject of a child, young person or adult at risk protection concern, allegation or investigation, even if no further action was taken? Yes  No  **If Yes, please give details**  **Equal Opportunities Monitoring** | | | | |
| The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long-term negative effect on the person’s ability to carry out normal day-to-day activities”.  Please √ as appropriate:   1. Do you consider yourself to have a disability or health condition?   Yes  No  Prefer not to say  Are there any specific arrangements you would like us to make to assist you during the recruitment process?  Yes  No  **If Yes, please give details** | | | | |
| **White:** |  |  | **Mixed/ Multiple Ethnic Background:** |  |
| British |  |  | White and Black Caribbean |  |
| English |  |  | White and Black African |  |
| Irish |  |  | White and Asian |  |
| Northern Irish |  |  | Any other mixed/ multiple ethnic background |  |
| Scottish |  |  |  |  |
| Welsh |  |  | **Chinese or Other Ethnic Group:** |  |
| Gypsy or Irish Traveller |  |  | Chinese |  |
| Roma |  |  | Arab |  |
| Any other white background |  |  | Other Ethnic Group |  |
|  |  |  |  |  |
| **Asian or Asian British:** |  |  | **Black/ African/ Caribbean or Black British:** |  |
| Indian |  |  | Caribbean |  |
| Pakistani |  |  | African |  |
| Bangladeshi |  |  | Any other Black/ African/ Caribbean or Black British background |  |
| Any other Asian/ Asian British background |  |  |  |  |
|  |  |  | Prefer not to say |  |

**Marital Status:** Single  Married  Living Together  Civil Partnership Other Prefer not to say

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| **Religion or Belief** (please tick the box that is most applicable to you): | | | | |
| Buddhist |  |  | Christian |  |
| Hindu |  |  | Jewish |  |
| Muslim |  |  | None |  |
| Other Religion |  |  | Prefer not to say |  |
| Sikh |  |  |  |  |
| **Sexual Orientation** (please tick the box that is most applicable to you): | | | | |
| Bisexual |  |  | Gay |  |
| Heterosexual |  |  | Lesbian |  |
| Other |  |  | Questioning |  |
| Prefer not to say |  |  |  |  |
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| **Care Experience**  Do you have care\* experience?  *\*’care’ means you are or were formally looked after by a local authority (e.g. with support from social services/ social worker/ in foster care/ kinship care/ residential care)*  (please tick the box that is most applicable to you): | | | | |
| Yes |  |  | No |  |
| Prefer not to say |  |  |  |  |
|  |  |  |  |  |
| **Caring Responsibilities**  Do you have caring responsibilities?  (please tick the box that is most applicable to you): | | | | |
| Yes |  |  | No |  |
| Prefer not to say |  |  |  |  |
|  |  |  |  |  |
| **Service Personnel**  Are you currently serving in, or a veteran of, the UK Armed Forces?  (please tick the box that is most applicable to you): | | | | |
| Yes |  |  | No |  |
| Prefer not to say |  |  |  |  |
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**Data Protection Statement**

The information that you provide on this form (and that obtained from other relevant sources) will be used to process your application for employment with Cambridge City Council. The information that you give us will be used confidentially to help us monitor our recruitment process and we may also use the information if there is a complaint or legal challenge relevant to this recruitment process. For further information, please review our [Applicant Privacy Notice](https://www.cambridge.gov.uk/sites/default/files/job-applicant-privacy-notice.pdf).

If you are successful in your application and take up employment with us, the information will be used in the administration of your employment. We may check the information collected and may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. More information is available in our Employee Privacy Notice.

Please tick this box to confirm that you have reviewed the Applicant Privacy Notice. In submitting your application form, you agree to the processing of your sensitive personal data, in accordance with our Applicant Privacy Notice and our registration with the Information Commissioner.

**Declaration**

Canvassing of any member of the Council, directly or indirectly, for any appointment under the Council shall disqualify the candidate concerned for that appointment.

**Please state below** whether you are related to, or have a close relationship with, any Councillor or employee of Cambridge City Council. (Failure to disclose any relationship which is known to you will disqualify you for appointment and if appointed will render you liable to dismissal without notice).