**Monitoring Information form – to be completed and submitted in line with Section 10 of the Applicant Pack**

NHS organisations recognise the benefits of a diverse workforce which reflects the wider population and welcome applications from all sections of the community. Also, under the Equality Act (2010), all NHS organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help the organisation look at the profile of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act (2010).

As well as for monitoring, your date of birth will be used for administration purposes including pre-employment checks and creation of your personal record if you are appointed.

|  |  |
| --- | --- |
| Job reference number |  |
| Job title |  |
| Organisation |  |

**Personal details**

|  |  |
| --- | --- |
| Title |  |
| \* Surname/Family name |  |
| \* First name |  |
| \* Are you a British or Irish National, or a European Union (EU), European Economic Area (EEA) or Swiss National? | |
| 🞎 Yes 🞎 No | |

If you have answered ‘Yes’ to the ‘Are you a British or Irish National, or a European Union (EU), European Economic Area (EEA) or Swiss National?’ question, you must answer these questions:

|  |
| --- |
| Please select the category that relates to your current status: |
| * I confirm I am a British or Irish National * I confirm I am a European Union (EU), European Economic Area (EEA) National or Swiss National |

If you have answered ‘I confirm I am a European Union (EU), European Economic Area (EEA) National or Swiss National’ to the ‘I confirm I am a European Union (EU), European Economic Area (EEA) National or Swiss National’ question, you must answer these questions:

|  |
| --- |
| EU Settlement Scheme Status |
| * Pre-settled * Settled * Unknown/not declared |
| Date EU Settlement Status Issued (DD/MM/YYYY) |
|  |

|  |
| --- |
| Expiry Date (for EU pre-settled status only) (DD/MM/YYYY) |
|  |
| EU Settlement Scheme Status Verified Date (DD/MM/YYYY) |
|  |
| Granted EU Temporary Leave to Remain |
| 🞎 Yes 🞎 No |
| Leave to Remain Expiry Date (DD/MM/YYYY) |
|  |

If you have answered ‘No’ to the ‘Are you a British or Irish National, or a European Union (EU), European Economic Area (EEA) or Swiss National?’ question, you must answer these questions:

|  |
| --- |
| Please select the category that relates to your current immigration status. This status will be subject to checking before interview. |
| * Highly skilled worker 🞎 Post Graduate Doctors and Dentists * Indefinite Leave to remain/enter 🞎 Temporary worker * Skilled worker 🞎 Other, please specify below * Dependant / Spouse visa * Youth Mobility Scheme ----------------------------------------------------------- * Clinical attachment visa * Refugee * Student * Visitor |
| Please supply details of any visa currently held: |
| Visa number:  Start date: (DD/MM/YY)  Expiry date: (DD/MM/YY)  Details of any restriction: |
| Does your visa have a condition restricting employment or occupation in the UK? |
| 🞎 Yes 🞎 No |

**Additional Personal Information**

|  |  |
| --- | --- |
| Preferred Employment Type | 🞎 Full time 🞎 Part-time 🞎 Job share 🞎Secondment  🞎 Flexitime 🞎 Agile/Home working 🞎 Compressed hours  🞎 Term time hours 🞎 Annualised hours |

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

* their age and sex;
* their race which includes colour, nationality, ethnic or national origin;
* their religion or belief, including a lack of any belief;
* their sexual orientation, be it bisexual, gay, heterosexual and lesbian

The Equality Act 2010 also protects people who are married or in a civil partnership.

|  |  |
| --- | --- |
| \* Please state your date of birth |  |
| \* Please indicate your gender | 🞎 Male  🞎 Female  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects people who are married or in a civil partnership.

|  |  |
| --- | --- |
| \* Please indicate the option which best describes your marital status | |
| 🞎 Married  🞎 Single  🞎 Civil partnership  🞎 Legally separated | 🞎 Divorced  🞎 Widowed  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

|  |  |
| --- | --- |
| \* Which of the following options best describes how you think of yourself? | |
| 🞎 Heterosexual or Straight  🞎 Gay or Lesbian  🞎 Bisexual | 🞎 Other sexual orientation not listed  🞎 Undecided  🞎 Not stated (person asked but declined to provide a response) |

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

|  |  |  |
| --- | --- | --- |
| \* Please indicate your ethnic origin | | |
| **Asian or Asian British**  🞎 Bangladeshi  🞎 Indian  🞎 Pakistani  🞎 Any other Asian background  **Black or Black British**  🞎 African  🞎 Caribbean  🞎 Any other Black background | **Mixed**  🞎 White & Asian  🞎 White & Black African  🞎 White & Black Caribbean  🞎 Any other mixed background  **White**  🞎 British  🞎 Irish  🞎 Any other White background | **Other Ethnic Group**  🞎 Chinese  🞎 Any other ethnic group  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

|  |  |  |
| --- | --- | --- |
| \* Please indicate your religion or belief | | |
| 🞎 Atheism  🞎 Buddhism  🞎 Christianity  🞎 Hinduism | 🞎 Islam  🞎 Jainism  🞎 Judaism  🞎 Sikhism | 🞎 Other  🞎 I do not wish to disclose this |

**Equality Act 2010**

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found here: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Reasonable adjustments will be made available should you be invited to interview.

|  |  |
| --- | --- |
| \* According to the definition of disability do you consider yourself to have a disability? | 🞎 Yes 🞎 No  🞎 I do not wish to disclose this information |

|  |
| --- |
| Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'. |
| 🞎 Physical impairment 🞎 Learning disability/difficulty  🞎 Sensory impairment 🞎 Long-standing illness  🞎 Mental health condition 🞎 Other |
| If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the person specification? |
| 🞎 Yes 🞎 No |

**Relationships**

|  |
| --- |
| If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship: |
|  |

**Safeguarding**

This section of the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated strictly confidential.

You should read the Guidance relating to the Rehabilitation of Offenders Act 1974 (<https://www.jobs.nhs.uk/help/appformhelp_4.html>) to find out what you'll have to tell us. The Act deals with the fair treatment of ex-offenders and helping them into work. We'll refer to it in this part of your application.

|  |
| --- |
| \* Have you got any unspent convictions and/or unspent conditional cautions?  *This is regardless of whether any unspent convictions or unspent cautions have been issued in the UK or, in any other country where it would be considered an equivalent (or similar) offence in England and Wales.*  *It also includes unspent criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales.*  *It does not include parking offences. In such cases, you can select no.*  *Answering yes to this question does not mean that you will not be considered for an NHS position. Employers will only consider information that is relevant to the position you have applied for and where there may be associated risks against the duties you may be required to carry out as part of this role.*  *You should read the Guidance relating to the Rehabilitation of Offenders Act 1974 (*[*https://www.jobs.nhs.uk/help/appformhelp\_4.html*](https://www.jobs.nhs.uk/help/appformhelp_4.html)*) before answering this question.* |
| 🞎 Yes 🞎 No |
| \* If you have answered yes, you now have two options on how to disclose this information. |
| 🞎 I want to disclose the information now  🞎 I want to disclose the information separately |
| \* If you have chosen ‘I want to disclose the information now’ please provide details of the unspent conviction, unspent conditional caution or Summary Hearing including the date and sentence administered in the space below. |
|  |
| You can disclose your record separately together with any statement detailing your unspent conviction, unspent conditional caution or Summary Hearing.  A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately. |

You should read the Guidance relating to the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended) (<https://www.jobs.nhs.uk/help/appformhelp_8.html>) to find out what you'll have to tell us. The Act deals with the fair treatment of ex-offenders and helping them into work. We'll refer to it in this part of your application.

|  |
| --- |
| \* Have you got any criminal convictions and/or cautions that are not protected?  *This means they are not eligible for filtering under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended) (*[*https://www.jobs.nhs.uk/help/appformhelp\_8.html*](https://www.jobs.nhs.uk/help/appformhelp_8.html)*)*  *This is regardless of whether the conviction or caution has been issued in the UK or, in any other country where it would be considered an equivalent (or similar) offence in England and Wales and it is not protected.*  *It also includes criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales and is not protected.*  *It does not include parking offences. In such cases, you can select no.*  *You should read the Guidance relating to the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended) (*[*https://www.jobs.nhs.uk/help/appformhelp\_8.html*](https://www.jobs.nhs.uk/help/appformhelp_8.html)*) before answering this question.* |
| 🞎 Yes 🞎 No |
| \* If you have answered yes, you now have two options on how to disclose this information. |
| 🞎 I want to disclose the information now  🞎 I want to disclose the information separately |
| \* If you have selected ‘I want to disclose the information now’ please provide details of the conviction, caution or Summary Hearing including the date and sentence administered in the space below. |
|  |
| You can disclose your record separately together with any statement detailing your conviction, conditional caution or Summary Hearing.  A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately. |

**Declaration**

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

|  |  |  |  |
| --- | --- | --- | --- |
| I agree to the above declaration | | | |
| Signature |  | | |
| Name |  | Date |  |