**Please complete the following monitoring forms and return with your application**

**These forms will be separated from application form prior to shortlisting**

**and will not be available to those involved in the selection process.**

 **Declaration of criminal record**

Because of the sensitive nature of the duties the post holder may be expected to undertake, you are required to disclose details of any criminal record, under the [**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended on 2013)**](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)**.**

You must provide information. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

If you are shortlisted and have declared a criminal record and if we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at the interview. If we do not raise the record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the role.

If you require further information or have any concerns about filling in this declaration, please contact: jenny.coomey@ageukbarnet.org.uk.

In the event that your application is successful and you are offered the post, a Disclosure and Barring check will be sought if applicable to the role.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of the cautions and convictions can be found on the [**Disclosure and Barring Service website**](https://www.gov.uk/government/collections/dbs-filtering-guidance)

|  |
| --- |
|  Please delete as appropriate |
| **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?**  | **Yes / No** |
| **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** |
| **Are you barred from working with vulnerable groups or subject to sanctions of a regulatory body?**  | **Yes / No** |
| **If yes to any of the above, please supply details:** (Contact **jenny.coomey@ageukbarnet.org.uk** for further advice if necessary) |
| **Nature of Offence:**(i.e. conviction, caution, bind over, reprimand, warning or allegation) | **Offence** | **Date of Offence** | **Disposal (if known)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **I confirm that the information given here is true** | Signed: | Date: |

**Equal Opportunities Monitoring Form**

Age UK Barnet is committed to promoting and developing equality of opportunity in all areas of its work. We assess job applicants solely on merit, ability and potential, irrespective of ethnic or national origin, gender, sexual orientation, age, disability, religion, family circumstances and social and economic status.

To ensure that our equal opportunities policy is effective, monitoring of job applications is carried out. It will help us implement our policy if you fill in this form. The answers you provide will be treated in the strictest confidence and will only be used for statistical monitoring.

|  |
| --- |
| **Ethnicity:****Which of the following best describes your ethnic origin?***The following ethnic categories are taken from the last UK Census (2011)* |
|  |
| **Black or Black British** |  | **White** |  | **Asian or Asian British** |
| BC | Caribbean |  | WB | British |  | AI | Indian |  |
| BA | African |  | WI | Irish |  | AP | Pakistani |  |
| BB | Black British |  | WO | Other |  | AB | Bangladeshi |  |
| BO | Black Other |  |  |  | ABr | Asian British |  |
|  |  |  |  | AO | Asian Other |  |
|  |  |  |
| **Mixed** | **Chinese or Other Ethnic** |  |  |
| MWC | White & Black Caribbean |  | CC | Chinese |  | **EP** | Prefer not to say |  |
| MWB | White & Black African |  | CB | Chinese British |  |  |  |
| MWA | White & Asian |  | CO | Chinese Other |  |  |  |
| MB | Mixed British |  |  |  |  |  |
| MO | Mixed Other |  |  |  |  |  |
|  |
| **Disability:** |
| **Do you have a disability?**  | **Yes** |  |  | **No** |  |  |
| *The Equality Act 2010 defines a person as having a disability if s/he has a physical or mental impairment, and that impairment has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.***If yes, please indicate:** |
| **D1** | **Cognitive** | *Such as autistic spectrum disorder or resulting from head injury* | **Yes** |  |  |
|  | **Impairment** |  |
| **D2** | **Long-standing illness or** | *Such as cancer, HIV, diabetes, chronic heart disease or*  | **Yes** |  |  |
|  | **health condition** | *epilepsy* |
| **D3** | **Mental health condition** | *Such as depression or schizophrenia* | **Yes** |  |  |
|  |  |  |
| **D4** | **Physical impairment or**  | *Such as using a wheelchair or crutches or difficulty using arms* | **Yes** |  |  |
|  | **Mobility issues** |  |
| **D5** | **Specific Learning Disability** | *Such as dyslexia or dyspraxia* | **Yes** |  |  |
|  |  |  |  |
| **D6** | **Deaf or serious hearing** |  | **Yes** |  |  |
|  | **Impairment** |  |
| **D7** | **Blind or serious visual** |  | **Yes** |  |  |
|  | **impairment** |  |
| **D8** | **Other type of disability** |  | **Yes** |  |  |
|  |  |  |
| **D9** | **Prefer not to say** |  | **Yes** |  |  |
|  |  |  |
|  |
| **Gender:** |
| **Are you…?** | **GF** | **Female** |  | **GM** | **Male** |  | **GP** | **Prefer not to say** |  |
|  |
| **Sexual Orientation:** |
| **Are you…?** | **SB** | **Bisexual** |  | **SL** | **Lesbian** |  | **SG** | **Gay** |  |
| **SH** | **Heterosexual** |  | **SO** | **Other** |  | **SP** | **Prefer not to say** |  |
|  |
| **Age:** |
| **Are you…?** | **A1** | **16 -19** |  | **A2** | **20 – 29** |  | **A3** | **30 - 39** |  |
| **A4** | **40 – 49** |  | **A5** | **50 – 59** |  | **A6** | **60+** |  |