­Volunteer Support Administrator

**Recruitment Monitoring Form**

The information on this form will be treated as strictly private and confidential.

Once completed your form should be emailed to [recruitment@urbansaints.org](mailto:recruitment@urbansaints.org) along with your CV and covering letter.

**Personal Details**

|  |
| --- |
| Names |

Do you hold a full, clean driving licence valid in the UK? Yes No

Do you need a work permit to work in the UK? Yes No

|  |
| --- |
| Please let us know if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process. |

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| Please tell us how / where you heard about this vacancy: |

**Disclosure of Criminal Records**

In making your application, it is essential that you disclose whether you have any convictions, bind-over orders or cautions and, if so, for what offences. In the event of your employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the employer. The fact that an unspent conviction, caution, reprimand or warning has been recorded against you will not necessarily debar you from consideration for this appointment.

Have you any unspent convictions, cautions, reprimands or warnings which might normally   
be considered ‘spent’ under the Rehabilitation of Offenders Act? *(If you are in any doubt about any conviction please contact the HR team prior to completing this form).*

Yes No

If the answer to this question is "Yes" you must provide details. Any information given will be treated confidentially and will be considered only in relation to this application. The object of this notice is not in any way to reflect upon an applicant's integrity - it is necessary to protect our customers and the organisation.

This information will not be used in place of normal selection methods, and will be destroyed once the final appointment decision has been made.

**Diversity and Equality**

Urban Saints is committed to a policy of Diversity and Equality in employment. This is to ensure that no potential or existing employee receives less favourable treatment than any other potential or existing employee on the age, culture, ethnicity, gender, gender reassignment, religion, sexual orientation, marital status, nationality or disability. This applies to all aspects of our employment practices including recruitment, training, career development and discipline.

In order to ensure this policy is carried out in practice, it is necessary to monitor our recruitment. This means noting the sex, origin and disability of all applicants. This information will be kept separate from your application and the details will not be disclosed to the recruiting panel. ­­­For this purpose only would you please complete the following information:

I would describe my ethnic origin as: (please circle)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** | British | Irish | Other |  |
| **Mixed** | White & Black Caribbean | White & Black African | White & Asian | Other |
| **Asian or Asian British** | Indian | Pakistani | Bangladeshi | Other |
| **Black or Black British** | Caribbean | African | Other |  |
| **Chinese or other ethnic group** | Chinese | Other |  |  |

I am: Male Female (please circle)

Date of Birth:

Are you registered disabled: Yes No