

# Safer Recruiting Additional Information Sheet

**CONFIDENTIAL**

Please complete the details below as appropriate for the position for which you are applying. This is in accordance with current guidance on safer recruitment practice in schools. If you are appointed, the information on this form will be stored on the Trust’s HR files.

**APPLICATION DETAILS:**

<b>Position Applied For</b>	
<b>Name of Academy</b>	
<b>Full Name</b>	
<b>Date of Birth</b>	

**IMMIGRATION AND ASYLUM ACT 2006:**

*We need to know that you are entitled to live and work in the UK. Please complete the section below:*

<b>National Insurance Number</b>									
<b>Do you have evidence of your entitlement to live and work in the UK?</b>  (see note below)								<i>Yes / No</i>	

As evidence of this entitlement candidates selected for interview will be asked to **bring one of the following documents: original payslip, correspondence from the Inland Revenue or other Government Agency or National Insurance Card. This document should contain both your name and your National Insurance number. We will also need to see your Passport, Birth Certificate or other letter/permit/document confirming your right to live and work in the UK.**

Blank Page - See below



# Equal Opportunities Monitoring Form

**Strictly confidential**

**Sussex Learning Trust** wants to meet the aims and commitments set out in its equality, diversity and inclusion policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Please return the completed application form to [hr@sussexlearningtrust.co.uk](mailto:hr@sussexlearningtrust.co.uk). If you have any questions about the form, please contact us.

**The Trustees of Sussex Learning Trust are dedicated to promoting equality and fairness.** Your job application will be assessed on merit and **you will receive equal treatment** regardless of your protected characteristic including but not limited to gender; age; disability; or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us. To help us with this, please fill out your details below.

**Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed** and will be used for statistical and monitoring purposes only. This information will be treated as **strictly confidential** and will be held on our personnel files.

<b>Sex</b>	a) Male b) Female c) Prefer not to say						
<b>Gender Reassignment – Is the gender you identify with the same as your sex registered at birth?</b>	a) Yes b) No c) Prefer not to say						
If the gender you identify with is not the same as your sex registered at birth, please write in here:							
<b>Age</b>			/			/	
<b>Do you consider yourself to have a disability or health condition?</b>	a) Yes b) No						

	c) Prefer not to say
<p><b>What is the effect or impact of your disability or health condition on your work? Please write in here:</b></p> <p>The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment' then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant as it won't be passed on via this form</p>	
<p><b>What is your sexual orientation?</b></p>	<p>a) Asexual  b) Bisexual  c) Gay  d) Heterosexual  e) Lesbian  f) Pansexual  g) Undecided  h) Prefer not to say  i) Other</p> <p>If you prefer to use your own identity, please write in:</p>
<p><b>What is your religion or belief?</b></p>	<p>a) No belief or religion  b) Buddhist  c) Christian  d) Hindu  e) Jewish  f) Muslim  g) Sikh  h) Prefer not to say  i) If other religion, please write in:</p>
<p><b>What is your ethnicity?</b></p>	<p>Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box. Please tick the appropriate box below:</p>
<p>Asian or Asian British</p>	<p>a) Asian British  b) Bangladeshi  c) Chinese  d) Indian  e) Pakistani  f) Prefer not say  g) Any other Asian background, please write in:</p>
<p>Black, African, Caribbean or Black British</p>	<p>h) African  i) Caribbean  j) Prefer not to say  k) Any other Black, African or Caribbean background, please write in:</p>

Mixed or Multiple ethnic groups	<ul style="list-style-type: none"> <li>l) White and Asian</li> <li>m) White and Black African</li> <li>n) White and Black Caribbean</li> <li>o) Prefer not to say</li> <li>p) Any other mixed or multiple ethnic background, please write in:</li> </ul>
White	<ul style="list-style-type: none"> <li>q) British</li> <li>r) English</li> <li>s) Gypsy or Irish Traveller</li> <li>t) Irish</li> <li>u) Northern Irish</li> <li>v) Scottish</li> <li>w) Welsh</li> <li>x) Prefer not to say</li> <li>y) Any other white background, please write in:</li> </ul>
Other ethnic group	<ul style="list-style-type: none"> <li>z) Arab</li> <li>aa) Prefer not to say</li> <li>bb) Any other ethnic group, please write in:</li> </ul>