

MONITORING DATA FORM

All job applicants are asked to complete this form. It will be detached from your application before shortlisting to monitor the effectiveness of our Equal Opportunities Policy and produce certain statistical returns. If you are appointed, the information you disclose on this form will be retained on your file in coded and confidential form.

Application for employment as

Vacancy Ref No

Gender

Male Female Prefer not to say

Gender Identity

Do you identify yourself as Transgendered, Transsexual or Intersexed?

Yes No Prefer not to say

Age

.....

Are you a current member of staff?

Yes No

Ethnicity

Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the 2011 Census.

- W1 White: British
- W2 White: Irish
- W3 White: Gypsy or Irish Traveller
- W9 White: Other
- M1 Mixed: White & Black Caribbean
- M2 Mixed: White & Black African
- M3 Mixed: White & Asian
- M9 Mixed: Other
- A1 Asian or Asian British: Indian
- A2 Asian or Asian British: Pakistani
- A3 Asian or Asian British: Bangladeshi
- A4 Asian or Asian British: Chinese
- B1 Black or Black British: Caribbean
- B2 Black or Black British: African
- B9 Black or Black British: Other
- O4 Arab
- O9 Other Ethnic Group
- NS Prefer not to say

Faith

Which group below do you most identify with?

- NON No religion JUD Jewish
- BUD Buddhist ISL Muslim
- CHR Christian SIK Sikh
- HIN Hindu OTH Other
- PNS Prefer not to say

Sexual Orientation

Do you consider yourself as:

- H Heterosexual G Gay
- B Bisexual L Lesbian
- P Prefer not to say U Unsure

Disability

The Disability Discrimination Act 1996 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day to day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

Yes No Prefer not to say

If yes to the above, please indicate the nature of your disability/disabilities:

- Speech impairment Mental illness
- Visual impairment Learning difficulties
- Reduced mobility Dyslexia
- Hearing impairment Severe disfigurement
- Progressive condition (e.g. cancer, muscular dystrophy) Reduced physical capacity including difficulty with physical coordination
- Other Do not wish to disclose



Section 4 – Employment History

Please account for all your time during the past 10 years including details of voluntary work, periods of self employment, unpaid work and periods of unemployment or education, starting with the most recent.

Name and address of employer	Position Held	Start Date - Leaving Date	Reason for leaving

Section 5 – References

Applying for a post whilst in employment – two references are required, one from your current or most recent employer and the other from employment within the past three years.

After a substantial break in employment – two references are required from individuals who can attest to your skills and abilities for the post. References must not be from a close friend or relative.

Directly from university or college – two references are required, one of which must be your lead tutor.

Name

Name

Address

Address

.....

.....

Email

Email

Tel No

Tel No

Position held by referee

Position held by referee

Relationship to applicant

Relationship to applicant

Can this referee be approached prior to interview?

Can this referee be approached prior to interview?

Yes No

Yes No

We reserve the right to approach any previous employer and may specifically ask about disciplinary offences and sickness record.

Section 6

Do you hold a current full driving licence?

Yes No

Do you have the use of a car for business purposes?

Yes No

Section 7 – Convictions

GMPT is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all convictions including any that are now spent. This includes bind overs and cautions (parking offences are not required) whether as an adult or juvenile.

If you give any information which is false or you withhold any relevant information this may lead to your application being rejected, or if you have already been appointed, to your dismissal.

Possession of a conviction will not automatically bar you from being appointed.

You must inform us immediately if you are charged with an offence after you complete this form and before you take up any job offered as a result of your application.

Have you ever been convicted or found guilty of an offence by any court in the UK, abroad or by court martial?

Yes No

If you have answered 'yes' to any of the previous questions, please give full details below, including relevant dates.

Are you on probation, conditional discharge or bound over after being charged with any offence?

Yes No

Have you ever received a police caution?

Yes No

Section 8

Are you related to any Senior Manager or Probation Board Member within GMPT (including the Chief Executive, Directors and Assistant Chief Executives)?

Yes No

If 'yes' please give details

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.....

Section 9

Have you ever been dismissed from any previous employment on the grounds of misconduct or capability?

Yes No

If you answered 'yes' please give details of dates and reasons

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.....

Answering 'yes' will not necessarily prejudice your application.

Section 10 – Skills and Experience

Please submit on separate sheets details of your skills and experience relevant to this post. These may have been gained in a work, voluntary or domestic setting. Please refer to 'Skills and Experience Guidance Note' for further information. If you have not been of an employable age for 10 years, please account for this period. Please ensure any additional documents sent electronically can be opened by Microsoft® Word 2003 or we will not be able to process them. We do not accept CVs.

Checklist

Read through your completed Application Form carefully, making sure you have fully answered all questions

Make sure all separate sheets are attached to the main Application Form but do **not** write your name or identifying information on them as they need to remain anonymous. Secure it to the relevant section and we will add the candidate reference number when we receive it.

Keep a copy of your Application Form for reference

Make sure you return the Application Form in plenty of time before the closing date.

Please note that if you do not include a response to Section 10 your application will not be submitted to the shortlisting stage.

**Please return to:
HR Department, GMPT
6th Floor, Oakland House
Talbot Road, Manchester, M16 0PQ**

