

# Recruitment Monitoring Form

The information on this form will be treated as strictly private and confidential. Once completed, your form should be included (a photo is fine) along with your application.

## 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 tell us how / where you heard about this vacancy:		

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

## 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 us 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

Zeo Church 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):

<b>White</b>	British	Irish	Other	
<b>Mixed</b>	White & Black Caribbean	White & Black African	White & Asian	Other
<b>Asian or Asian British</b>	Indian	Pakistani	Bangladeshi	Other
<b>Black or Black British</b>	Caribbean	African	Other	
<b>Chinese or other ethnic group</b>	Chinese	Other		

What is your sex (please circle):	Male	Female	Prefer not to say
Date of Birth:			
Are you registered disabled (please circle):	Yes	No	