SECTION B:

**This section will be detached on receipt and will not be seen by the Selection Panel. It will only be used where the Selection Panel has decided to make an offer of employment.**

# REFEREES

Please give the names and addresses of two referees, who should not be related to you and one of whom should be your present or most recent employer or supervisor (where applicable). **Referees will not be taken up until an offer of employment has been made.**

|  |  |
| --- | --- |
| Employer/Supervisor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Tel no.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (b)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Tel no.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CRIMINAL CONVICTIONS**

As part of its equal opportunities policy, North Staffs Mind wishes to ensure that it does not discriminate against ex-offenders. However, we recognise that some of our posts, for example those concerned with handling sums of money, involve matters where an ex-offender might be in a potentially vulnerable position unless consideration of the person’s background has been made. For this reason we ask you to complete the following section:

Have you ever been convicted of a criminal offence?

Please answer Yes No

If your answer was yes, please give details of date(s) of offences(s), nature of offence(s) and sentence(s) passed:

|  |
| --- |
|  |

NB. Offences that would be deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared.

SECTION C:

**Equal Opportunities Monitoring - this section will be detached on receipt and will not be seen by the Selection Panel.**

North Staffs Mind is an equal opportunities employer. The following information will be treated confidentially and will assist in monitoring North Staffs Mind’s Equal Opportunities Policy. Your application will not be affected by the information provided in this section.

For more information please refer to the Guidance notes.

#### To be completed by the applicant:

1. Application for the post of (insert job title)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please state where you saw the post advertised/ or how you found out about the vacancy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Ethnic Origin (please tick/specify): These categories reflect the guidelines provided by the Commission for Racial Equality.

|  |  |  |  |
| --- | --- | --- | --- |
| White | | Black | |
|  | British |  | Caribbean |
|  | Irish |  | African |
|  | Any other White background |  | Any other Black Background |
| Asian or British Asian | | Mixed | |
|  | Indian |  | White & Black Caribbean |
|  | Pakistani |  | White & Black African |
|  | Bangladeshi |  | White & Asian |
|  | Any other Asian background |  | Any other mixed background |
| Chinese or Other Chinese | | Other Ethnic Origin | |
|  | Chinese | Please specify | |
|  | Any other Chinese Background |

If you selected any of the “other” categories, please specify how you would further describe your ethnic origin\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Gender:

|  |  |
| --- | --- |
|  | Male |
|  | Female |
|  | Transgender |
|  | Non-Binary |
|  | Other |

1. Please state your: Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_

7. How would you describe your sexuality?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Bisexual |  | Heterosexual |  | Gay |  | Lesbian |
|  | Questioning |  | Pansexual |  | Asexual |  | Other |

1. How would you describe your religion or belief? (e.g. Buddhist, Christian, Hindu, Jewish, Muslim, Sikh, Agnostic, none, other, prefer not to say)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experience of mental distress:

1. Would you describe yourself as someone who is experiencing or has experienced mental distress?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

1. Would you describe yourself as someone who is using or has used mental health services?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

1. If you have answered Yes to Questions 10 or 11: please say how North Staffs Mind can support you in your employment.

Disability:

1. Do you consider yourself to be disabled?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If yes please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If you were appointed to this post, would you require any reasonable adjustments to your job or working arrangements?

Please ensure this section is returned with your application form. Thank you.