



## Disclosure of Criminal Convictions Form (to be completed by all applicants)

This form must be completed and returned or we cannot consider your application.

We require you to tell us about any unspent criminal convictions you have – in line with the Rehabilitation of Offenders Act, 1974.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. We will follow the ACAS Code of Guidance. Our main consideration will be whether the offence would make you unsuitable for the type of work.

Name:		
Address:		
Postcode:		
Position Applied for:		
If you have no convictions please enter 'None' in the space below		
Offence	Date of Conviction	Sentence
<p>I declare that the information I have given is correct. I am not barred by the Independent Safeguarding Authority (ISA) to work or apply to work with children or vulnerable adults. The three former barred lists (POCA, POVA and List 99) are being replaced by new ISA-barred lists. I understand that if I am employed any false information will result in the termination of my contract with the Disability Resource Centre.</p>		
Signature:		Date:

# EQUAL OPPORTUNITIES POLICY

(Extracts for Job Application Pack)

## General Policy Statement

The Disability Resource Centre (DRC) values diversity and is committed to equality of opportunity and the elimination of discrimination. It seeks to prevent discrimination and promote equality of opportunity in the provision of services, in its employment practices, and in its dealings with individuals, volunteers, groups and organisations. It is committed to ensuring that no individual or group of people is less favourably treated or denied opportunities because of their background, including:

Disability or recovery from mental illness	Nationality (or statelessness)
Colour, 'race' and ethnic or cultural origin	Employment status
Religion, faith or belief*	Marital status
Social or economic background	Caring responsibilities
Locality	HIV status
Gender	Unrelated criminal conviction
Sexuality	Political Views*
Age	Association with others who experience the above

*\*The Disability Resource Centre will discriminate on the grounds of a person's belief and Political views where this is contrary to the values of the organisation, as expressed in this policy.*

The DRC recognises that Bedfordshire and Luton are socially and culturally diverse and believes its work is enriched by the varying qualities and experience brought by all individuals. This diversity is recognised, respected and valued.

The DRC seeks to ensure that its staff, trustees and volunteers reflect the composition of Bedfordshire and Luton's Communities. Where under representation is identified every effort will be made to attract, encourage and support participation and application by that sector of the community.

The DRC is aware of individual, institutional and cultural discrimination, which can be direct and indirect, through lack of awareness, stereotyping, prejudice, victimisation, harassment, marginalisation, exclusion or oppression, and of the impact this has on discriminated groups or individuals.

The DRC demonstrates its commitment to this policy by adopting a code of practice, which gives guidance on employment practices, service provision and the general work of the organisation.

## Employment

- Within the framework of employment law and this policy, The Disability Resource Centre works to ensure equal opportunity in all areas of employment including recruitment and selection, training and development, promotion, conditions and benefits of service, employment procedures, health and safety and cessation of employment. In particular it aims to ensure there is no unfair discrimination in employment practices.

- The conditions of service offered to part-time employees will be comparable to those offered to full-time employees.
- As far as is practicable within the constraints of providing a service to disabled people, flexible working arrangements (e.g. part-time work, job share, hours of work, time off work) will be considered across all types of jobs to meet individual requirements.
- Conditions of service and employment policies and procedures will be reviewed regularly to ensure that they are non-discriminatory and that there is consistency of approach.

## **Recruitment and Selection**

- Job descriptions and person specifications will be produced, provided to potential applicants and used throughout the recruitment and selection process and objective criteria for measuring applicants' relevant aptitudes, potential, skills, knowledge and experience.
- Person specifications will include the requirement for applicants to have an *Understanding and commitment to equal opportunity issues and practice.*
- Application forms should not provide the potential to discriminate at the point of application, by revealing details of age, disability, nationality or ethnic origin, gender, marital status, dependants, religion or sexuality.
- Recruitment monitoring forms will be used for all vacancies to collect data on the ethnic origin, disability, age and gender status of applicants. Such data will be kept separately and used for monitoring purposes only.
- Staff, trustees and others involved in recruitment and selection will be encouraged to undertake training on, and will receive written guidelines covering, equal opportunities in interview preparation, questioning techniques, systematic assessment and decision-making.
- Short listing and interview assessment forms based on the Person Specification should be completed by all panel members for all candidates and retained on file. The DRC should be able to justify any decision made through written documentation.
- Selection criteria and procedures are regularly reviewed to eliminate references to non-essential experience and qualifications that might discriminate against some candidates.

## **Complaints**

- The DRC will ensure that all alleged incidents of discrimination or harassment are taken seriously, handled sensitively, investigated and resolved through its Complaints, Grievance and/or Disciplinary Procedures, as appropriate.

*Full copies of the Equal Opportunities Policy will be provided to staff upon appointment and are available to job applicants upon request.*

# EQUAL OPPORTUNITY FORM

## IN STRICT CONFIDENCE

In order to monitor an Equal Opportunities Policy, all applicants are requested to answer the following questions. This information is used solely for monitoring purposes and will be treated as confidential.

<b>Application for the Post of:</b>		<b>Date:</b>	
<b>Gender</b> (Please tick/circle as appropriate):		Male	Female
<b>Do you need a work permit?</b> (Please tick/circle as appropriate):			
No not needed	Yes, already have	Yes, but do not have	
<b>I would describe my ethnic origin as:</b> (Please tick/circle as appropriate)			
A. White British		K. Asian Bangladeshi	
B. White Irish		L. Any other Asian background	
C. Any other white background		M. Black Caribbean	
D. Mixed white and black Caribbean		N. Black African	
E. Mixed white and black African		P. Any other black background	
F. Mixed white and Asian		R. Chinese	
G. Any other Mixed background		S. Any other ethnic group	
H. Asian Indian		Z. Not Stated	
J. Asian Pakistani			
<b>Disability</b> Do you consider yourself to be disabled? (as defined under the Disability Discrimination Act). Please tick/circle as appropriate		Yes	No
If yes, please tick/circle whether you need any of the following arrangements to be made if you are invited for an interview:			
a. Information on Audio Tape		Yes	No
b. Interview Information in large print		Yes	No
c. Disabled car parking space		Yes	No
d. Wheelchair accessible location		Yes	No
e. Induction loop in the interview room		Yes	No
f. Facility for personal care assistant or other person at the interview		Yes	No
g. Sign language interpretation or other help with communication at the interview		Yes	No
If yes, please specify the type of help you need:			
<b>How did you learn about this job</b> (please tick as appropriate):			
National Newspaper	Local Newspaper	Trade journal	Job Centre
Website (specify)		Other (specify)	