



## EQUAL OPPORTUNITIES INFORMATION

Clifton College is an equal opportunities institution. The aim of the policy is to ensure that no job applicant, student or employee receives less favourable treatment on grounds of sex, race, colour, nationality, ethnic or national origins, marital status, sexual orientation, family responsibility, trade union activity, disability, political or religious belief. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. Applications from persons with disabilities who have the necessary attributes are welcomed. All employees will be given equal opportunity and, where appropriate, training to progress within the organisation. The College is committed to a programme of action to make this policy fully effective for all who study and work in the institution.

In order to achieve this, Clifton College is continuously monitoring the implementation and effectiveness of its Equal Opportunity Policy. The information requested is for statistical purposes only and will not be used for the purpose of short-listing. The sheet will be detached from the main application form as soon as it is received.

Would you please complete the following sections, ticking the appropriate boxes as required.

1. Are you  Single  Married  Separated  Widowed  Divorced  Partnered
2. Sex  Male  Female
3. Age      Date of Birth .....
4. How would you describe your origin? This refers to people who share the same cultural background and identity, not country of birth or nationality?
 

<input type="checkbox"/> White	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Black African	<input type="checkbox"/> Chinese
<input type="checkbox"/> Black Other	<input type="checkbox"/> Asian Other
<input type="checkbox"/> Indian	<input type="checkbox"/> Any Other

*Please note these are categories used in the 1991 Census of Population.*

5. Do you require a work permit for this employment?  Yes  No
6. Do you hold a valid licence to drive a motor vehicle?  Yes  No  
Do you hold a valid licence to drive a commercial passenger vehicle?  Yes  No

7. Rehabilitation of Offenders Act 1974  
Positions with Clifton College are exempt from the provisions of section 4(2) of the above act in accordance with the Rehabilitation Act 1974 (Exceptions) Order 1975. All appointments within the College are subject to a satisfactory Enhanced Disclosure which is required prior to the commencement of employment with the College.

Have you ever been convicted of a crime resulting in a prison sentence or youth custody?

Yes  No

Such convictions may be relevant if job related, but do not bar you from employment as such. If you have been convicted, please briefly explain.

8. If you have any form of disability, please complete the sheet overleaf.

# DISABILITY INFORMATION SHEET

## Disability Statement

Clifton College is committed to pursuing a policy of equal opportunity for people with disabilities. We are working towards better employment practices to ensure applicants with disabilities receive full and fair consideration for all types of vacancies as well as for training, career development and promotion.

## Disability Information

Section 1 of the Disability Discrimination Act defines a person as having a disability if he or she 'has a *physical or mental impairment* which has *a substantial and long term effect* on his/her ability to carry out *normal day to day activities*'. Long term means an impairment which lasts or is likely to last for 12 months or more.

The law requires us to make reasonable adjustments where a disabled person applies for a job. You may wish to let us know if there are any reasonable adjustments you would like us to make to assist you in your application.

Name

Date of Birth

Address

Post Code

Post applied for

Do you consider that you have any disability?  Yes  No

Is there anything which you wish to tell us about your disability?

If you are appointed to this post, do you feel that any special aid or equipment or other adjustments would be required to take account of your disability? Please give details.

Thank you for providing us with this information. This form will be treated in the strictest confidence. Please return this form with your application.