

##### **Equal Opportunities form**

The RSPB has an Equal Opportunities Policy which covers all areas of employment. Our policy is to recruit, employ and promote our employees on the basis of their suitability for the work to be performed. The Society is committed to ensuring that no applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, nationality, ethnic or national origin, religion or belief, political opinion, disability, sexual orientation, past criminal convictions or the type of contract they are employed on unless it can be shown to be justified. In order to help us ensure our policy is effective, please can you complete the details requested on this form. The equal opportunities data collected will only be used for monitoring purposes.

**Please send the completed form to Kelsey Sinclair at** [**ksinclair@aspenpeople.co.uk**](mailto:ksinclair@aspenpeople.co.uk) **or by post to Aspen People, 78 St Vincent Street, Glasgow, G2 5UB.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname & Forename(s) | |  | | |
| Job Ref. No | |  | | |
| Position applied for | |  | | |
| **Location** | |  | | |
| Date of birth | |  | Marital status |  |
| Gender |  | | Age(s) of children |  |

Do you require a work permit to work in the United Kingdom? Yes  No

If yes, do you have a current work permit? Yes  No

Do you have a residents permit? Yes  No

|  |  |
| --- | --- |
| **NI or Residents permit No.** |  |
| **Nationality** |  |

**Ethnic background –** Please tick the appropriate box

White  Asian or Asian British  Black or Black British

Mixed  Chinese  Other (please specify)

|  |  |
| --- | --- |
| **Other (please describe)** |  |

**Physical ability –** Do you have a disability as defined by The Equality Act 2010? A disability will not preclude you from full consideration for employment with the RSPB.

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If so, do you require

* any aids or adaptations to carry out the duties of the post?
* A Personal Emergency Evacuation Plan (to identify any specific requirements in the event of an emergency evacuation of the premises)

Please provide details.

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**Religion**– If you wish, you may give details about yourself in this section, and of any adjustments that you may need to your working arrangements.

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**Criminal record -** Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979.

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**References** – **The name and address of a minimum of two referees is required**.

For the references to be acceptable to the Society the following criteria must be adhered to

* The name and addresses of at least two referees is required.
* These referees must cover the last 3 years of work, study or any other circumstance.
* If employed/studying at least one reference should be from the current employer/educational establishment and should be someone at a more senior level to the individual.
* Personal referees who can vouch for the candidate for the 3 year period will be suitable if they have not been employed previously. (PLEASE NOTE: Relatives are not acceptable as referees).

**If you require to give more than two referees to cover the 3 year period please do so an a separate sheet.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | **Name** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| E mail Address |  |  | **E mail Address** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address** |  |  | **Address** |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Postcode** |  |  |  | **Postcode** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relationship |  |  | Relationship |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates covered |  |  | Dates covered |  |

I confirm that the information contained on this questionnaire is correct, my referees meet the necessary crtieria and the RSPB have my permission to approach my referees should I be offered and accept the vacancy on offer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed** |  |  | **Date** |  |