

**CAMPHILL COMMUNITY GLENCRAIG**

Camphill Community Glencraig is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we not only meet our legal obligations but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

**Please complete and return this form a sealed envelope, along with your application form**.

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**Gender** Male 🗖 Female 🗖

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**What is your religion or belief?**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am not a member of either the Protestant or the Roman Catholic

Community

If you do not complete this questionnaire, we are encouraged to use the “residuary” method which means that we can make a determination on the basis of personal information on file / application form.

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**Are you married or in a civil partnership** YES 🗖 NO 🗖

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**Age:**  16-24 🗖 25-29 🗖 30-34 🗖 40-44 🗖 45-49 🗖

50-54 🗖 55-59 🗖 60-64 🗖 65-69 🗖 65+ 🗖

Prefer not to say 🗖

**DOB**: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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**How would you describe your national identity?**

English 🗖 Welsh 🗖 Scottish 🗖 Northern Irish 🗖

Irish 🗖 British 🗖 Other 🗖 Prefer not to say 🗖

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**Ethnicity?**

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

**White**

English 🗖 Welsh 🗖 Scottish 🗖 Northern Irish 🗖 Irish 🗖

Irish Traveller 🗖 Other White Background 🗖

**Mixed / multiple ethnic groups**

White and Black Caribbean 🗖 White and Black African 🗖 White and Asian 🗖

Any other mixed background 🗖

**Asian / Asian British**

Indian 🗖 Pakistani 🗖 Bangladeshi 🗖 Chinese 🗖 Any other Asian background 🗖

**Black / African / Caribbean / Black British**

African 🗖 Caribbean 🗖 Any other Black / African / Caribbean background 🗖

**Other ethnic group**

Arab 🗖 Any other ethnic group 🗖

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**Disability**

Section 1 of the Disability Discrimination Act describes a disabled person as person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.

Using this definition do you consider yourself to be disabled? Yes 🗖 No 🗖

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

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**What is your sexual orientation?**

Heterosexual / straight 🗖 Gay woman / Lesbian 🗖

Gay man 🗖 Bisexual 🗖

Other 🗖 Prefer not to say 🗖

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**Do you have any caring responsibilities?**

None 🗖

Primary Carer of a child/children (under 18) 🗖 Primary carer of disabled child/children 🗖

Primary Carer of disabled adult (over 18) 🗖 Primary carer of an older person (65+) 🗖

Secondary Carer 🗖 Prefer not to say 🗖

**By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.**

**Thank you for completing this form.**

**Declaration of Convictions Form**

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of this can be made available to you should you wish.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

**Please complete and return this form a sealed envelope, along with your application form**.

**Declaration of Criminal Convictions, Cautions and Bind-Over Orders**

**In Confidence**

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| **Do you have any prosecutions pending? YES NO**  (if yes give please give details) |
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| **Have you ever been convicted at a court or**  **cautioned by the police for any offence? YES NO**    If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter. |
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| **Declaration of Abuse Investigation(s)**  Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse?    **YES NO**    If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s. |
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**Declaration and Consent**

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

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| Signature: Date: |
| Print name: |
| Any surname previously known by: |
| Position applied for: |