

MONITORING FORM

PLEASE COMPLETE CLEARLY IN BLACK INK

- Complete this form in full
- Answer all questions honestly

> VOLUNTARY INFORMATION

The Company aims to recruit staff solely on suitability for the job and merit. In order to help us monitor our commitment to equality of opportunity it would be helpful if you would complete this section. Any information provided will be used for this purpose only and treated as confidential.

> AGE

Date of Birth: Age:

> DISABILITIES

Do you consider that you have a disability which meets the definition in the 1995 Disability Discrimination Act? (Please refer to the definition shown below).

Yes No

The Disability Discrimination Act 1995 describes a disabled person as anyone "with a physical or mental impairment which has a substantial and long-term adverse effect upon his or her ability to carry out normal day-to-day activities". A normal day-to-day activity can be one of the following: your mobility, manual dexterity, physical co-ordination, continence, ability to lift, carry or otherwise move everyday objects, speech, hearing or eyesight, memory or ability to concentrate, learn or understand, or perception of the risk of physical danger. It does not include the ability to work because no particular form of work is 'normal' for most people.

> CONVICTIONS

Give details of any unspent criminal convictions that you may have and are required to disclose in accordance with the exemption from the Rehabilitation of Offenders Act 1974.

> EQUAL OPPORTUNITIES

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> White - European | <input type="checkbox"/> Black - Caribbean | <input type="checkbox"/> Black - African | <input type="checkbox"/> Black - American |
| <input type="checkbox"/> White - American | <input type="checkbox"/> White - Australian/New Zealand | <input type="checkbox"/> Asian - Chinese | <input type="checkbox"/> Asian - Indian |
| <input type="checkbox"/> Asian - Pakistani | <input type="checkbox"/> Asian - Bangladeshi | <input type="checkbox"/> White - Other | <input type="checkbox"/> Black - Other |
| <input type="checkbox"/> Asian - Other | <input type="checkbox"/> Other (please describe) <input type="text"/> | | |

These categories are the recommendation of the commission for Racial Equality.

Are you legally eligible for employment in the UK in accordance with the Asylum and Immigration Act 1996 (see note)? Yes No

Do you have proof of eligibility to work in the UK? Yes No

Do you require a Work Permit to work in the UK? Yes No

If so please give Work Permit number.

Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for the company? Yes No If Yes please provide copies

Note: To comply with The Asylum & Immigration Act 1996, if you are invited to attend an interview, you must bring with you at least 2 items of evidence of your eligibility to work in the UK, preferably a document which includes your National Insurance Number, such as a P45, P46, P60 or pay slip. No offer of employment will be made unless such evidence has been produced.

This information will be used by the company for monitoring purposes to ensure policies are carried out effectively in the strictest confidence. No reference will be made to it during the selection process. Thank you for your co-operation.