

WESTON-SUPER-MARE TOWN COUNCIL



EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

ABOUT THE VACANCY

Please state which job you have applied for and the closing date given for applications, below:	
Job applied for:	Catering Supervisor – Museum
Closing date for applications:	11 th February 2022 – 12 noon

HOW DID YOU HEAR ABOUT THIS VACANCY? (Please tick):

Newspaper (Please specify which)	
Council Website	
Recruitment Business	
Friend/Family Member	
Other (Please specify)	

GENDER

What is your gender? (please tick)

Male	
Female	
Prefer not to say	

GENDER IDENTITY

Do you identify as transgender/transsexual?

Yes	
No	
Prefer not to say	

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

REFERENCE NUMBER:

SEXUALITY

How would you describe your sexual orientation (please tick)?

Heterosexual/Straight	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

If you are lesbian, gay or bisexual, are you open about your sexual orientation? (please tick):

	Yes	Partially	No
At home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With Colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At work generally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ETHNIC ORIGIN

I would describe myself as (please tick one box only):

White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>
White Other	<input type="checkbox"/>

White & Black Caribbean	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>
Other Mixed	<input type="checkbox"/>

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Other Black	<input type="checkbox"/>

Chinese	<input type="checkbox"/>
Other Ethnic Group	<input type="checkbox"/>

If OTHER, please provide details:

AGE

Please tick the box below your age range:

16-17	18-21	22-30	31-40	41-50	51-60	61-65	66-70	71+	Prefer not to say
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELIGION OR BELIEF

Please describe your religion or other strongly-held belief:

I would describe my religion/belief as:	
I have no religion/belief:	
I would prefer not to say:	

DISABILITY

The Equality Act 2010 defines a disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.

An *effect* is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

Yes, I have a disability:	
No, I don't have a disability:	
I used to have a disability, but now recovered:	
I don't know if I have a disability:	
I would prefer not to say:	

Recruitment Privacy Notice

Weston-super-Mare Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your employment with us.

Information Held About you

As part of the recruitment process it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, home and mobile telephone numbers, email address and other relevant contact information;
- Previous employment details including qualifications, experience, employment history and interests;
- Equal Opportunity information including race, ethnic origin, gender, date of birth and disabilities;
- Information regarding any criminal record you may have;
- Details of at least two referees.

We may collect the following additional information after the shortlisting stage and before making a final decision to recruit:

- Information regarding your academic and professional qualifications;
- Information to enable us to verify your right to work and suitability for the position;
- A copy of your driving licence.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Weston-super-Mare Town Council and North Somerset Council who supplies payroll services to the Town Council.

How will we use the information we hold about you?

We will collect information about you (where applicable) to:

- Take steps to enter into a contract of employment;
- Comply with our legal obligations (salary payments, HMRC, pensions);
- Ensure that the information we hold about you is kept up to date;
- Deal with any Employee/Employer related disputes that may arise;
- Provide human resources support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Carrying out of a contract to which you are a party;
- Our legal obligation under employment legislation;
- The performance of a task carried out in the public interest; and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

Who we will share your information with

We may share your information with partner organisations, including:

- The Payroll Services Bureau at North Somerset Council;
- Our Employees, agents and professional advisors;
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. If you are unsuccessful we will keep your information for six months. If you are employed your information will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Town Clerk, Grove House, Grove Park, Weston-super-Mare BS23 2QJ.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office at: <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Weston-super-Mare Town Council, Grove House, Grove Park, Weston-super-Mare BS23 2QJ in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at: <https://ico.org.uk>.