**The information on this form is held seperately from your application FORM AND IT IS NOT USED FOR shortlisting PURPOSES**

HR may, with your consent, use their discretion to disclose relevant information to the recruiting manager. If you are recruited, this form will be held on your personnel file forming part of your employee record. Should you not be appointed this form will be kept confidential and stored securely and then destroyed after six months.

**DISCLOSURE OF CRIMINAL BACKGROUND**

Due the nature of our work and our exemption from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitations of Offenders Act 1974 (Exemptions) Order 1975, we are allowed to ask you about your criminal convictions (spent/unspent) and relevant offences and to obtain verification through the Disclosure and Barring Service should you be offered employment with us.

Disclosure does not necessarily mean that you will not be shortlisted or appointed. However an offer of employment may be withdrawn or dismissal may result should it transpire that you have not disclosed this information.

We will use information about criminal convictions and relevant offences to assess the suitability of prospective employees to work in an environment with young and vulnerable people. We are allowed to use this information in this manner to carry out our legal and regulatory obligations to protect our learners and keep them safe from harm. This information will be kept strictly confidential and used for the purposes as described only.

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence?** | **[ ] No [ ]  Yes. Please give full details below:**  |
|  |

**DECLARATION**

**I confirm that to the best of my knowledge the above information is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection of my application, withdrawal of any job offer or if employed by FRA dismissal.**

**I understand that I must notify the FRA of any changes to information provided on this form.**

**By checking this box you are confirming your understanding and agreement to the above statement:** [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

**EQUAL OPPORTUNITITES MONITORING FORM**

|  |
| --- |
| **Gender** |
| Is your sex different from that assigned at birth? [ ]  No [ ]  Yes.I identify my gender as:**[ ]**  Female **[ ]**  Male **[ ]**  Transgender **[ ]**  Other please state:       |
| **Marital status** |
| [ ]  Divorced [ ]  Married/Civil Partner [ ]  Separated [ ]  Single [ ]  Widowed **[ ]**  I do not wish to disclose my marital status  |
| **Disability** |
| Do you consider yourself to have a disability? **[ ]**  No **[ ]**  Yes. Please provide further details:       |
| Do you require any reasonable adjustments to be considered for you at the interview process? (E.g. physical access or communication support): **[ ]**  No **[ ]**  Yes. Please provide further details\*:       |
| If you were appointed to this post, would you require any reasonable adjustments to your working arrangements? **[ ]**  No **[ ]**  Yes. Please provide further details\*:      Please contact Human Resources 0207 307 2358 / recruitment@fra.ac.uk if you need to discuss any support needs further.  |
| **Age group** |
| **[ ]**  18-29 **[ ]**  30-39 **[ ]**  40-49 **[ ]**  50-59 **[ ]**  60-65 **[ ]** 66 and over |
| **Ethnicity (based on the categories used in the census in England & Wales in 2011)** |
| White **[ ]**  British **[ ]**  Irish **[ ]**  Gypsy/Irish Traveller **[ ]**  Any other White backgroundMixed/Multiple ethnic group **[ ]**  White & Black Caribbean **[ ]**  White & Black African **[ ]**  White & Asian **[ ]**  Any other Mixed/Multiple ethnic backgroundBlack or Black British**[ ]**  Caribbean **[ ]**  African **[ ]**  Any other Black backgroundAsian or Asian British **[ ]**  Indian **[ ]**  Pakistani **[ ]**  Bangladeshi **[ ]**  Chinese **[ ]**  Any other Asian backgroundOther ethnic group **[ ]**  Arab **[ ]**  Any other ethnic group **[ ]**  I do not wish to disclose my ethnicity  |
| **Sexuality** |
| **[ ]**  Bisexual **[ ]**  Gay **[ ]**  Heterosexual **[ ]**  Lesbian **[ ]**  I do not wish to disclose my sexual orientation |
| **Religion/Belief** |
| **[ ]**  Christian **[ ]**  Buddhist **[ ]**  Hindu **[ ]**  Jewish **[ ]**  Muslim **[ ]**  Sikh **[ ]**  No religion **[ ]**  Any other religion, please describe:       **[ ]**  I do not wish to disclose my religion/belief  |
| \***Should you prefer, you may provide further information on a separate sheet in a sealed envelope or emailed confidentially for the attention of the Human Resources Manager at recruitment@fra.ac.uk**  |

**Equal opportunities monitoring**

The FRA encourages equality of opportunity and it is proud of its diversity. We are fully committed to ensuring that all students, job applicants, employees, workers or any other category of individuals who work with us are treated on the basis of their merits and abilities and that no one suffers discrimination or receives less favourable treatment on the grounds of their race, age, disability, gender expression, gender identity, marriage or civil partnership status, family circumstances, pregnancy or maternity, sex, criminal record, sexual orientation, trade union membership and activity, socio-economic background, religious or political beliefs including lack of beliefs.

We recognise the need to have diverse positive role models across all areas of our work. As such we welcome applications from individuals from all sections of the community and particularly from those who may be underrepresented.

We will monitor the effects of our Equal Opportunities Policy as far as possible to ensure that no group(s) of individuals are suffering any detriment or are treated unfairly, and we will seek to identify and address any areas of under representation.

The information you provide to us on our Equal Opportunities Monitoring Form will therefore be invaluable in helping to inform, review and improve our recruitment and retention strategies in particular in relation to promoting equality of opportunity initiatives and shaping future policies.

The information you provide will be strictly confidential to the Human Resources Department and will not be seen by the short listing or selection panel. Applications will be judged solely on the basis of merit. You are not obliged to answer any of the questions on the Equal Opportunities Monitoring Form however we encourage you to complete the form as fully as possible in order for any monitoring to be effective. If you do not wish to answer any questions this will not affect your application in any way.

If you are successfully offered a job with the FRA then this information will form part of your personnel record, held confidentially and securely by the Human Resources Department. Should you not be appointed, this form will be kept confidential and stored securely and then destroyed after six months. Anonymised data (unidentifiable to you personally) may still be used for monitoring and reporting purposes after the form is destroyed.

**Your personal information**

The FRA is committed to the safe and secure handling of all personal information provided during the job application process and it is transparent about why and how it uses and store personal information.

If you are successfully offered a job with the FRA then relevant information will be taken from your application form and will form part of your personnel record, held confidentially and securely by the Human Resources Department.

For more information on how the FRA uses your personal information please read the Fashion Retail Academy’s Recruitment and Selection Process Privacy Noticefor job candidates and prospective employees, workers or contractors. It is accessible from the [**FRA’s website**](https://www.fashionretailacademy.ac.uk/media/1319344/fra-privacy-notice-recruitment-selection-process.pdf).

**Contact us**

If you require any additional information at any stage of the application process please do not hesitate to contact us at **recruitment@fra.ac.uk**.

All completed job application forms, CVs and supporting documentation should be sent to **recruitment@fra.ac.uk** or if posted to our address at:

**The Fashion Retail Academy**

**Human Resources**

**15 Gresse Street**

**London**

**W1T1QL**