



## Part B

### Personal Information

This form must be completed and returned along with Part A of the application form. The information you provide on this form will be treated in the strictest confidence. The interview selection panel will only receive Part A; Part B will be retained by the Human Resources Department.

Post applied for:

Job reference number:

Where did you find out about this post?:

### Personal Details

Title:

Forename(s):

Surname:

Address:

Postcode:

Daytime telephone:

Evening telephone:

Mobile:

Email address:



## Part B

### Personal Information (continued)

#### Asylum and Immigration Act 2006

It is a criminal offence for an employer to employ those who do not have permission to work in the UK. In general, if you are not a British Citizen or Commonwealth Citizen with the right to live in the UK, or a citizen of any country in the European Economic Area (EEA) you will require current and valid permission to be in the UK and to do the type of work involved (e.g. a work permit).

	Yes	No
1. Are you a UK or European Area National?	<input type="checkbox"/>	<input type="checkbox"/>
2. If no, do you require a work permit to work in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
3. If you have answered yes to question 2 above, do you have a work permit to work in the the UK?	<input type="checkbox"/>	<input type="checkbox"/>
Work permit reference number:		

OR

	Yes	No
1. Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
2. If you were successful in your application, would you require a work permit prior to taking up employment in the UK?	<input type="checkbox"/>	<input type="checkbox"/>

#### Rehabilitation of Offenders Act 1974

The provisions of the above Act provide protection to people with a criminal record from being discriminated against when applying for jobs and from dismissal for the reason of a conviction that has been 'spent'.

We require all applicants to declare any convictions that have not expired.

	Yes	No
Do you have a conviction which has not been 'spent'?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please give details of the date(s) of offence(s) and sentence(s) passed:		



## Part B

### Personal Information Equal Opportunity Monitoring Form (Strictly Confidential)

#### 2. Sex

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Transgender	<input type="checkbox"/>

#### 3. Sexual Orientation

Bisexual	<input type="checkbox"/>
Gay	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>
Other	<input type="checkbox"/>

#### 4. Religion

Buddhist	<input type="checkbox"/>
Church of Scotland	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
None	<input type="checkbox"/>
Other Christian Denomination	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other Religion*	<input type="checkbox"/>

\*Please specify

#### 5. Disability

Do you consider yourself disabled as defined by Equality Act 2010?

Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

Yes No

\*If yes, please state briefly the nature of your disability

#### 6. Personal Status

Civil Partnership	<input type="checkbox"/>
Co-habiting	<input type="checkbox"/>
Divorced	<input type="checkbox"/>
Married	<input type="checkbox"/>
Separated	<input type="checkbox"/>
Single	<input type="checkbox"/>
Widowed	<input type="checkbox"/>
Other	<input type="checkbox"/>



## Part B

### Personal Information Equal Opportunity Monitoring Form (Strictly Confidential)

The Church of Scotland is committed to a policy of equal opportunities and ensuring that candidates are recruited, trained and promoted on the basis of ability, the requirements of the job and the need to maintain an efficient and effective service. All information will be treated in strict confidence. This sheet will be detached from your application form on receipt and will be stored separately in the HR Department and will form no part of the interview process. It will be kept on a database and used for Equal Opportunities monitoring and statistical analysis.

Name of candidate:

Post applied for:

Date of birth:

Present nationality:

Country of birth:

#### I. Ethnic Group

Choose one section from A to E, then tick the appropriate box to indicate your ethnic background.

##### A. White

Scottish

English

Welsh

Irish

Any other White background\*

\*Please specify

##### B. Asian, Asian Scottish, Asian English, Asian Welsh or other Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background\*

\*Please specify

##### C. Mixed

Any Mixed background\*

\*Please specify

##### D. Black, Black Scottish, Black English, Black Welsh or other Black British

Caribbean

African

Any other Black background\*

\*Please specify

##### E. Other ethnic background

Any other background\*

\*Please specify



## Part B

### Personal Information (continued)

#### Data Protection Act Consent

The purpose of the Data Protection Act 1998 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. The Church of Scotland is registered the Information Commissioner and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <http://www.ico.gov.uk>

The Church of Scotland is committed to protecting your privacy and safeguarding your personal data. We shall use the information you have provided us with for recruitment and equal opportunities monitoring. We will only keep the data for a maximum period of nine months.

If you agree to statements 1-3 below please sign the form below.

If you have any queries please alert the Human Resources Manager as soon as possible.

#### Conflict of Interest

A conflict of interest is any situation in which someone's personal interests or loyalties could, or could be seen to, prevent them from acting only in the best interests of the organisation.

A conflict of interest arises when the interests of an employee (or a person closely connected to them, whether by family, friendship/personal relationship or business) are incompatible or in competition with the interests of the organisation. Such situations present a risk that an employee will act, or be perceived to act, based on external influences that are not in the best interests of the organisation.

Please state below any connections you have (or have had) with any employees of the Central Services Committee or other employing agency or office-holder of the Church; any members of any of the Councils or Committees of the General Assembly; and/or any consultant, contractor or supplier to the Church. Disclosure will not act as a bar to your appointment but will enable all such situations to be managed properly.

Name of connected person

Role/Department/Organisation

Nature of Relationship

#### Declaration

- I declare that to the best of my knowledge the information given in parts A and B of this application are correct and can be treated as part of any subsequent contract of employment. Under the terms of the Data Protection Act 1998, I agree that the information given in Parts A and B of this application form may be processed to provide information management for recruitment and equal opportunities monitoring purposes.
- I understand that any appointment is subject to satisfactory references, relevant qualifications and medical clearance by the Church of Scotland Occupational Health Unit.
- I understand that any appointment offered to me may be subject to membership of Protecting Vulnerable Groups Scheme (PVGA)

Signed:

Date:

#### Please return Parts A and B marked 'Private and Confidential' to:

Human Resources Department, The Church of Scotland, 121 George Street, Edinburgh, EH2 4YN

or **Email:** [recruitment@cofscotland.org.uk](mailto:recruitment@cofscotland.org.uk)