**Personal Details and Equal Opportunities Form**

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| First Name: | | | | Last Name: | |
| Address:  Postcode: | | | | Title: | |
| Phone Number: | |
| Mobile: | |
| Email Address: | | | | | |
| What is your preferred method of contact? | | | | | |
| Equal Opportunities:  We are committed to attracting diverse candidates. Applicants who meet our minimum (essential) criteria and identify as one of the following will be guaranteed an interview. If you are happy to let us know, please tick the box or boxes that apply. Black, Asian and Minority Ethnic  LGBTQ+  Care Experience - *Care Experience refers to someone who, as a young person, spent time in care*  Disability  Neurodivergent - *Neurodivergence includes: ADHD, Autism and Asperger’s Syndrome, Dyslexia, Dyspraxia, Dyscalculia, Dysgraphia, Tourette’s, Epilepsy, OCD and others*  Unconventional life experience or educational background  One of the above, but prefer not to say | | | | | |
| Please provide details of your employment history for the last 5 years: | | | | | |
| From MM/YY | To MM/YY | Employment Status: (Employment/Education/Voluntary work/Not working) | Name and address of employer/education establishment/voluntary organisation | | Job title |
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Declaration of Criminal Convictions

All applicants seeking employment are required to declare any unspent criminal convictions or pending court cases, other than for motoring offences.  The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again within a specified period.  Once a conviction is spent, the convicted person does not have to reveal it or admit its existence, however if the job for which you are applying is subject to a Disclosure and Barring (DBS) check this will clearly be stated on the job advert and / or on the job description and you are also required to declare all information in relation to spent convictions, cautions and warnings. Declaration of a criminal conviction will not necessarily bar you from employment.  Each case will be considered and where necessary, advice taken.

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| --- | --- | --- |
| **Do you have any unspent criminal convictions and / or pending cases?** | ☐ Yes | ☐ No |
| **Have you any spent criminal convictions or any cautions, warnings or reprimands?** | ☐ Yes | ☐ No |
| **Have you at any time been fully or partially debarred or restricted from working with children, young people and / or vulnerable adults?** | ☐ Yes | ☐ No |

If you have answered yes to any of the above questions please give all details on a separate sheet, place the sheet in a sealed envelope marked confidential and enclose with your application form or send within a separate envelope under separate cover. Failure to disclose convictions, cautions or bind overs which have not been filtered could result in withdrawal of any conditional offer, disciplinary action or dismissal. It is a criminal offence to apply or accept a position (paid or unpaid) working with children or vulnerable adults if you are excluded from such work by virtue of a court order or exclusions by the DBS.

**Where did you hear about this opportunity?** *(Tick any that apply)*

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| --- | --- | --- |
| ☐ From a Reader staff member or volunteer | ☐ The Reader’s website | ☐ Arts Jobs |
| ☐ Through volunteering / delivering Shared Reading with The Reader | ☐ The Reader’s social media (e.g. Twitter, Facebook) | ☐ University job site  *Which one?*  ……………………………… |
| ☐ The Guardian | ☐ Indeed | ☐ Culture Liverpool |
| ☐ Culture Hosts | ☐ Uncover Liverpool | ☐ Charity Jobs |
| ☐ Clinks | ☐ Four Day Week | ☐ Diversity UK |
| ☐ Pink Jobs | ☐ Investing in Women | ☐ LGBT Jobs |
| ☐ New Writing North Newsletter | ☐ Other *Please specify*  …………………………………………………………………… | |

*The information you provide here allows us to understand our reach and identify ways we can improve this, so please give as much information as you can.*

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| --- | --- | --- |
| **Do you have a current, full driving license?** | ☐ Yes | ☐ No |
| **Do you have access to a car?** | ☐ Yes | ☐ No |
| **Have you been involved with the Reader before?** | ☐ Yes | ☐ No |
| *If yes, please give details:* | | |
| **Do you know or are you related to anyone who works for The Reader?** | ☐ Yes | ☐ No |
| *If yes, please give details:* | | |
| **Do you need permission to work in the UK?** | ☐ Yes | ☐ No |
| **Do you require a work permit?** | ☐ Yes | ☐ No |
| *If yes, please give details:*  *The successful candidate will be asked to provide relevant documentation to support their eligibility to work in the United Kingdom.* | | |

Please read our Privacy Notice and then sign the declaration below.

**What we do with this data** LIA\_180504

The Reader will use the data you provide to assess your suitability for the post applied for and – where relevant – contact you about the outcome of your application (‘legitimate interests’). If appointed, this information will become part of your personal file and retained until six years following the end of your employment with us. If not successful in this application, all manual and electronic records relating to this application will be deleted after a period of six months. We will not sell or pass on your details to any third parties.

If you have any queries please contact The Reader’s Data Compliance Manager using the contact details at the bottom of this form.

You have the right to lodge a complaint with the Information Commissioner’s Office if you are unhappy with our response.

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that the information contained in this application form is accurate and true. I understand that deliberate falsification or withholding of information will lead to disqualification from the selection process, withdrawal from an offer of employment or disciplinary proceedings if appointed. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration. | | | |
| Signed: |  | Date: |  |

*If you are sending this form electronically you will be asked to sign it if you are invited to an interview.*

Please return your completed application form by email to: [laurakershaw@thereader.org.uk](mailto:laurakershaw@thereader.org.uk)

Or by post to: The People Team, the Reader, Coach House, Calderstones Park, Liverpool. L18 3JB.

Applications must be received no later than the deadline provided on the job advert and job description/person specification.

You are invited to complete our recruitment equality and diversity survey. The information you provide in this survey will assist us in monitoring equality and diversity in our recruitment and selection processes and will help us to develop and improve.

This form is for the purpose of recruitment monitoring only and is completely anonymous.

 It will not be used to make a decision about your application.

<https://www.surveymonkey.com/r/RecruitmentED2024>

The data we collect is stored securely in line with GDPR and The Reader’s Data Protection Policy, which is available on request. All queries should be directed to: The Data Compliance Manager, The Reader, Mansion House, Calderstones Park, Liverpool, L18 3JB

Tel: 0151 729 2200 Email: [data@thereader.org.uk](mailto:data@thereader.org.uk)