

# Equal Opportunities Form

**THE CHAMBER** has a policy of Equal Opportunity and to help us see whether it is effective would you please tell us which of the following groups best describe you. This information will be kept securely in the HR Department and will not be made available to anyone before or during short-listing to ensure that only your abilities/experience, training and qualifications are considered.

Name:

Date of Birth:

Position Applied for:

Vacancy Reference No:

Where did you hear of the vacancy?

**ETHNIC ORIGIN:** (Please tick appropriate box)

Black African

Black Caribbean

Black Other

Bangladeshi

Chinese

White European

Indian

Asian Other

Pakistani

Other (please specify) \_\_\_\_\_

**GENDER:** (Please tick appropriate box)

Male

Female

Are you registered as a disabled person?

Yes

No

Do you suffer from any long-term health problem or disability that has affected the type of work you can do? (e.g. asthma, epilepsy ...)

Yes

No

If 'Yes' please give details of the limitations and what support or aids THE CHAMBER might supply.

The Coventry & Warwickshire Chamber of Commerce aims to promote equality of opportunity for all with the right mix of talent, skills and potential. The Chamber welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background your offence(s).

All information will be treated in the strictest confidence. Please complete the following:

**1. Have you ever been convicted of a criminal offence?**

(Please answer **Yes** or **No**)



Yes



No

**2. If the answer to the above is 'Yes', please give details below of any criminal convictions that you may have that are not yet 'spent', detailing the date(s) of conviction(s), the sentence(s) and the nature of the offence(s):**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_