1. **Information for Disabled candidates**

It is the intention of Wheels for Wellbeing to give every possible opportunity to Disabled candidates who have the skills and experience we seek, as it is fundamentally important to the success of the project to involve Disabled people in as many ways as we can. If you wish to clarify any aspects of the job, do not hesitate to contact our Director, Isabelle Clement, on the number below.

If you consider yourself to be Disabled, is there anything we need to know in order to offer you a fair interview? The interview will be held in a fully wheelchair accessible venue with available car parking on-site. Please tell us if there is anything else we can do to make sure the recruitment process is accessible to you.

If you have any specific requirements, please outline them below and return this form with your application. Alternatively, contact Isabelle Clement on 020 7346 8482 to discuss.

**Post applied:** **Campaigns and Policy Officer**

**Name:**

**Interview date:** 21st February 2020

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This is what I need Wheels for Wellbeing to take into account / provide to make the interview process accessible to me:

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|  |

**Signature:**

**Date:**

**Equal Opportunities Statement**

Wheels for Wellbeing will treat all people who use our services, or who work for us, with respect and will value their contributions.

Wheels for Wellbeing recognises that many people covered by this statement face discrimination for a variety of reasons. They are likely to experience prejudice in their personal lives and unequal access to services. Disabled people face additional discrimination caused by physical barriers within the environment, inadequate transport, a lack of accessible information, and other factors.

Wheels for Wellbeing is actively opposed to all forms of discrimination and breaches of human rights on the grounds of disability or health status, including physical and sensory impairments, serious and long-term illnesses, learning difficulties, mental health problems, age, class, gender or transgender status sexual orientation, ethnic origin, nationality or immigration status, responsibilities for dependants ,religious or political beliefs, including trade union activities, marital status, unrelated criminal convictions

Wheels for Wellbeing will comply fully with the requirements of the Equal Pay Acts 1970 and 1984, the Rehabilitation of Offenders Act 1974, the Sex Discrimination Acts 1975 and 1986, the Race Relations Act 1976, the Race Relations Act 1976 (Amendment) Regulations 2003, the Employment Equality (Age) Regulations 2006, the Disability Discrimination Acts 1995 and 2005 and other relevant legislation.

We will introduce measures to combat all direct or indirect discrimination in our own employment practices and service delivery.

If you would like a copy of our Equal Opportunities Policy then please ask. If you feel that we are not meeting our aims, please contact the Director or ask for a copy of the Complaints Procedure.

Adopted April 2009



**Equal Opportunities Monitoring Form**

The information collected on this form will only be used for monitoring purposes. It will be treated in strict confidence and will not be used to shortlist who to interview. Completion of this form is voluntary. If you choose not to complete this form, it will not adversely affect your application. However, we would appreciate your co-operation to enable Wheels for Wellbeing to monitor its Equal Opportunities Policy. Once you have completed this form please print and send it to us. It will not be open until after the recruitment process has ended.

Job applied for: Campaigns & Policy Officer

Where did you see the advertisement?

Please tick the appropriate boxes below:

1. How would you describe your ethnic origin (tick one box)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White British** | [ ]  |  | **Black British** | [ ]  |
| **Any other white background** Please specify  | [ ]  |  | **Any other black background** Please specify Chinese | [ ]  |
| **Asian British** | [ ]  |  | **Mixed Heritage**Please specify  | [ ]  |
| **Any other Asian background** Please specify  | [ ]  |  | **Other ethnic groups** Please specify  | [ ]  |

1. Preferred language if not English : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Gender: [ ]  Male [ ]  Female

1. Disability is defined by the Disability Discrimination Act 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. The disability could be physical, sensory or mental and must be expected to last at least 12 months.

Do you consider yourself to have a disability? [ ]  Yes [ ]  No

1. Age : [ ]  18 - 25 [ ]  26 - 40 [ ]  41 - 65 [ ]  65+
2. How would you describe your religion or belief?

 [ ]  Christian [ ]  Buddhist [ ]  Hindu [ ]  Jewish

 [ ]  Muslim [ ]  Sikh [ ]  None [ ]  Prefer not to say

 [ ]  Other, please specify ………………………………

1. What of the following describes your sexual orientation?

 [ ]  Heterosexual [ ]  Bi-sexual [ ]  Gay/Lesbian [ ]  Transgender

 [ ]  Prefer not to say



**Declaration of Criminal Record**

Because of the nature of the duties you will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Please answer the questions below and return this form with your application form but in a separate, sealed envelope. This will not be opened unless we are considering offering you the post and the information contained will be treated with the strictest confidence.

**Criminal convictions:**

Have you ever been convicted in the courts or cautioned, reprimanded or given a final warning by the police? (Note that the post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed, including those that are spent.)

**Yes / No**

If yes, please full details of offences, penalties and dates:

**Police Enquiries:**

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

**Yes / No**

If yes, please give full details:

Name (printed): Signed:

Date: