

Job Application Survey Form

The District Council is a large employer and recruits employees to do many different jobs every year. It is important, to everyone concerned, that the way employees are selected is fair and does not contravene the law or the District Council's equal opportunities policy.

To help us monitor our recruitment and selection processes, you are asked to give the following additional information about yourself.

The details you supply will be used for the purpose of monitoring the equal opportunities policy. Analysis of the information will not be in a form that identifies you, nor will it be used in selecting or not selecting you for the job.

If you indicate that you have a disability you will be offered an interview if you meet the essential criteria for the job. See overleaf for further details.

About the job you are applying for

Department:

Post No:

Job Title:

Where did you see the job advertised?

(please tick)

Internal vacancy sheet Job Centre

Publication (please specify):

Other (please specify):

About you

Surname:

Initials:

Title:

Age:

Ethnic origin

(The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write down how you would describe your ethnic origin.)

White

White British

White Irish

Any other White Background (please specify):

Mixed

White and Black Caribbean.....

White and Black African

White and Asian

Any other Mixed Background (please specify):

Black or Black British

Caribbean

African.....

Any other Black Background (please specify):

Chinese or other ethnic group

Chinese.....

Any other (please specify):

Asian or Asian British

Indian.....

Pakistan.....

Bangladeshi

Any other Asian Background (please specify):

please continue overleaf

Do you consider that you have a disability? Yes No

(see below for definition)

Sexual Orientation

Bisexual.....
Gay / Lesbian
Heterosexual.....
Prefer not to say.....

Not religious.....

Prefer not to say.....

Other (please specify):

Religious Belief / Faith

Buddhist.....
Christian
Hindu
Jewish.....
Muslim
Sikh

Marital Status

Single.....

Married / Civil Partner

Divorced.....

Widowed.....

Separated

Prefer not to say.....

Definition of Disability

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

The definition

For the purposes of the Act:

- substantial means neither minor or trivial
- long term means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
- normal day-to-day activities include everyday things like eating, washing, walking and going shopping
- a normal day-to-day activity must affect one of the 'capacities' listed in the Act which include mobility, manual dexterity, speech, hearing, seeing and memory

Some conditions such as a tendency to set fires and hay fever, are specifically excluded.

Provisions allow for people with a past disability to be covered by the scope of the Act. There are also additional provisions relating to people with progressive conditions.

The DDA amends the definition of disability, removing the requirement that a mental illness should be 'clinically well-recognised'.

People with HIV, cancer and multiple sclerosis will be deemed to be covered by the DDA effectively, from the point of diagnosis, rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.

The District Council will make reasonable adjustments to the recruitment and selection process and to the job for successful candidates where the need for these is made known by the applicant / employee.



*working towards equality
of opportunity*

Please return in envelope provided or email directly to:

Personnel.General@e-lindsey.gov.uk

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.