***ADDITIONAL DETAILS FORM***

Please answer all questions on this form. Your information will be kept separate from your main application and will not be shared with the shortlisting panel. The Probity and Rehabilitation of Offenders sections are mandatory as part of the application process.

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |
| **Post applied for:** | Click or tap here to enter text. |
| **Where did you hear about this role?** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Probity** | |
| **Do you have the right to work in the UK?** | Yes  No |
| **Are you a relative, spouse or partner of a New Horizon Youth Centre employee of member of the Board of Trustees?** | Yes  No |
| **Do you have any direct or indirect financial or personal interests related to New Horizon Youth Centre?** | Yes  No |

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| **Rehabilitation of Offenders Act** | |
| In accordance with the Rehabilitation of Offenders Act and relevant Home Office Disclosure and Barring Service guidance, New Horizon Youth Centre will not discriminate in its recruitment processes against those with criminal records if it is judged that the offence has no relevance to the post applied for.  For all posts requiring the direct provision or management of services to our young people, all spent and unspent convictions and cautions must be declared. For all other posts, only unspent convictions must be declared.  New Horizon Youth Centre will arrange for DBS checks for all successful applicants prior to them starting in role.  Further information can be found online at: <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2> | |
| **Do you have any spent or unspent convictions, cautions, reprimands or warnings?** | Yes  No |
| *If you have answered yes, please give full details including dates, nature of offence, and sentence received* | Click or tap here to enter text. |

***DIVERSITY MONITORING***

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equality; and recognising and seeking to redress inequality and disadvantage wherever possible. We encourage applications from all backgrounds in respect of ethnicity, disability, gender, sexuality, religion and socio-economic background.

We would be grateful if you could fill in the additional optional questions below to assist us with monitoring our recruiting processes. Please answer all questions on the form. Your information will be kept separate from your main application and will not be shared with the shortlisting panel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your Details** | | | | |
| **Gender** | Click or tap here to enter text. | | | |
| **Ethnicity** | Click or tap here to enter text. | | | |
| **Sexual Orientation** | Click or tap here to enter text. | | | |
| **Do you consider yourself to have a disability?** | Yes |  | No |  |

|  |  |
| --- | --- |
| **Adjustments** | |
| New Horizon Youth Centre is positive about employing people with disabilities and will make reasonable adjustments to enable full participation in the recruitment process. | |
| **Do you require any adjustments to enable you to participate in the recruitment process?** | Yes  No |
| **Do you require any adjustments to assist you in carrying out the functions of the post you are applying for?** | Yes  No |
| *If you have answered yes to either question, please give further details:* | Click or tap here to enter text. |