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| Statement of Fair Processing and Consent | | | | |
| Under the Data Protection Act and General Protection of Data Regulations, Groundwork as the data controller is required to notify applicants and prospective employees on how their data will be processed and used.  The information provided by you in this and your CV will be kept for six months following recruitment and securely destroyed. Information given by successful candidates on the application form sections will be kept on the HR file during that person’s employment and destroyed within guidelines should the person leave the organisation. Information on this form relating to employment, history, skills and experience will be shared with recruiting managers; and for employees this may be submitted on a professional CV for the purposes of bid writing.  Information provided on the Monitoring form is removed prior to shortlisting and used to meet the aims and commitments set out in our equality and diversity policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  **By signing this form you are providing consent for Groundwork to collect and store your data for the purposes set out above. In addition you are confirming the accuracy of your information on your employment, qualifications experience and skills. I accept that providing deliberately false information could result in my dismissal.**  If you wish for your application and information to be removed from our systems during the recruitment process at any time please contact the Recruitment team. | | | | |
| Signed:  **(this may be typed in)** |  | Date: |  |  |
| Please ensure that you have read and checked this Application Form thoroughly prior to submission and ensure the accuracy. Do visit our website for full information on GDPR and your rights. | | | | |

| References |
| --- |
| RefNow is a referencing portal that Groundwork London uses to take up references. The portal will provide you with a link to a form to provide the referee’s contact information. Please complete this as soon as possible to ensure the recruitment process can be completed as quickly as possible.  Groundwork London’s safe recruitment procedure requires that you provide the details of at least two referees from your most recent work or education. We require references or confirmation of employment for a period of three years.  If you have any queries or questions, please contact: londonpersonneldata@groundwork.org.uk |

Groundwork London Recruitment Monitoring Form

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| **Position Reference No**: | **ID No:** **(for office use only)**: |

**Please note that this information is removed from your application prior to shortlisting packs being created.**

Groundwork London wishes to meet the aims and commitments set out in its equality and diversity policy; which includes not discriminating under the Equality Act 2010; and building an accurate picture of the make-up of the workforce in encouraging equality and diversity through the interview process. As an organisation we need your help and cooperation to enable it to do this, however, filling in this form is voluntary. The information you provide will stay confidential; be stored securely and limited to only staff in the Human Resources section. Please use word check boxes or highlight or note in each section which applies to you.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Gender and Age |  |  | |  |  |  | |
| Gender: | Age: |  | |  |  |  | |
| Female | Under 25 | 25-29 | | 30-34 | 35-39 | 40-44 | |
| Male | 45-49 | 50-54 | | 55-59 | 60-64 | 65 and over | |
| Non-Binary/Genderqueer |  |  | |  |  |  | |
| Other |  |  | |  |  |  | |
| Prefer not to say |  |  | |  |  |  | |
| Do you identify as a different Gender from that registered at birth | | | | | Yes | No | |
| 1. Ethnicity | | | | | | | |
| Asian or Asian British - Bangladeshi | | | | Mixed - Asian and White | | | |
| Asian or Asian British - Indian | | | | Mixed - Black African and White | | | |
| Asian or Asian British - Pakistani | | | | Mixed - Black Caribbean and White | | | |
| Asian – Other **Please specify** | | |  | Latin American | | | |
| Black or Black British - African | | | | White - British | | | |
| Black or Black British - Caribbean | | | | White – Irish Republic | | | |
| Black – Other **Please specify** | | |  | White – Other **Please specify** | | |  |
| Chinese | | | | White –European | | | |
| Mixed multiple ethnic group | | | | Other Ethnic background **Please specify** | | |  |
| 1. Religion | | | | | | | |
| Buddhist | | | | Muslim | | | |
| Christian | | | | None | | | |
| Hindu | | | | Sikh | | | |
| Jewish | | | | I prefer not to say | | | |
| Other - please specify | | |  | | | | |
| 1. **Sexual Orientation** | | | | | | | |
| Bisexual | | | | Heterosexual/Straight | | | |
| Gay Woman/ Lesbian | | | | Other | | | |
| Gay Man | | | | I prefer not to say | | | |
| If you prefer to use your own term, please specify here | | | |  | | | |
| 1. **Disability Confident** for shortlisting - I consider myself to be someone who has a disability | | | | | | | |
|  | | | Yes | No | I prefer not to say | | |
| 1. **Do you have caring responsibilities** | | | | | | | |
| Yes | | | No |  | I prefer not to say | | |
| Is the person(s) you care for under 18 years? Is the person(s) you care for over 18 years | | | | | | | |
| Yes  No  I prefer not to say  Yes  No  I prefer not to say | | | | | | | |

Thank you for completing this form.