**PRIVATE AND CONFIDENTIAL –SEPARATE DISCLOSURE**

**(You must return this with your application but it is confidential and not supplied to the recruitment panel)**

**CRIMINAL CONVICTIONS DECLARATION FORM FOR**

**POST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The following section is required in accordance with Young at Art’s Safeguarding Policy. If it is not completed in full, your application cannot be considered. By completing this form, you give consent for Young at Art to complete a background check should the post require it.

This information will be kept confidential and destroyed after information declared on it has been used.

Name in full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any previous surnames, forenames used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous address(es) within the last five years:

Do you have any prosecutions pending or have you ever been convicted at a court or cautioned by the police for any offence?

□ YES □NO

If YES, please provide details of all pending prosecutions, convictions, cautions, or bind over orders. You should include “spent” convictions and if possible, the offence, approximate date of court hearing and the court which dealt with the case.

**PRIVATE AND CONFIDENTIAL**

**Young at Art Equality Monitoring Questionnaire**

**POST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Young at Art provides equality of opportunity for all job applicants and employees. All recruitment is based on an individual’s ability and job performance and excludes consideration of an applicant’s beliefs, political opinion, gender, race, marital status, age or disability. To demonstrate its commitment to equality, Young at Art needs to monitor all applicants. This is not a compulsory form however, your information will give us a true picture of the effectiveness of our policy. Please complete and return this form with your application form. **This form is confidential and will not be used for selection purposes.**

Please indicate whether you are:

□ Male (including trans men) □ Female (including trans women) □ Non Binary (eg. androgyne) □ Prefer to self-describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Prefer not to say

Young at Art is required to monitor the community background of applicants, as required by the Fair Employment Act 1989. Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Protestant or Catholic. Please tick the box most appropriate to you:

□ I am a member of the Protestant Community

□ I am a member of the Roman Catholic Community

□ I am a member of neither the Protestant nor the Roman Catholic Community

Please describe your ethnic origin by ticking the appropriate box below:

□ Bangladeshi □ Irish Traveller

□ Black African □ Pakistani

□ Black Caribbean □ White

□ Chinese □ Indian

□ Other (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status

□ Married □ Single □ Widowed □ Divorced

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has or has had a physical or mental impairment which has a substantial and long-term effect on his/her ability to carry out normal day-to-day activities. Do you consider that you meet this definition of disability?

□ Yes □ No

If YES please state the nature or effects of your disability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NOTE: It is a criminal offence under the legislation for a person to ‘give false information in connection with the preparation of the monitoring return’.