



## Equality in Employment Form (Confidential)

Almond Park Nursery Ltd is committed to developing equality in employment. Almond Park Nursery Ltd operates an Equality, Diversity and Inclusion Policy which aims to ensure our recruitment is fair and does not discriminate against any group. You can help us by completing this form. **Please ensure you enter your name, contact details and references.**

The information provided in the monitoring form is not used in the selection process. It is used purely to monitor the effectiveness of the Company's Equality, Diversity and Inclusion Policy. **Recruiters do not see the information contained in the monitoring forms.**

In addition, if your application is successful, the information will be held on a computerised HR system and will be used to produce depersonalised statistical reports. **Individuals cannot be identified from these reports.**

Please return both completed forms electronically or via post to:

Post: HR@ Team, Almond Park Nursery Ltd  
Macbeth Moir Road, Musselburgh, EH21 8JE

Email: [info@almondparknursery.co.uk](mailto:info@almondparknursery.co.uk)

Recruitment Enquiries: 0131 665 4136

Post Applied for:

Ref:

## PERSONAL DETAILS

Title:

Surname:

Forename:

Address:

Town/City:

Post code:

Day Number:

Evening Number:

Mobile Number:

Date of Birth:

Marital Status:

NI NO:

Sex: Male  Female  Undisclosed

Age:

Up to 25  26 - 35  36 - 45  46 - 55  56 or over

Do you currently hold PVG Scotland membership YES  NO

If yes please provide PVG Number:

Are you currently registered with SSSC YES  NO

If yes please provide your Registration Number:

Email Address:

Where did you hear about the vacancy?

Are you (or have you ever been) related to a current employee of Almond Park Nursery Ltd? Please state below the name of the person/s

I can confirm that I am permanently entitled to work in the United Kingdom YES  / NO

To apply for any position within Almond Park Nursery Ltd you must be eligible to work in the UK.

Please note that if you are invited to interview, you will be required to show evidence of your eligibility to work in the UK. Please ensure you are able to provide this documentation.

If you do not have the required documents as evidence of your eligibility to work we advise you not to apply for this post as we will not be able to employ you.

## DISABILITY

As a **Disability Symbol** user, Almond Park Nursery Ltd is committed to interviewing any candidate with a disability who meets the minimum criteria for appointment to this post.

Do you consider yourself to have a disability? **YES**  / **NO**

Do you wish to be considered under this particular scheme? **YES**  / **NO**

If "Yes", please select the box(s) below that best describes your disability:

<b>Visual</b>	<input type="checkbox"/>	<b>Speech</b>	<input type="checkbox"/>
<b>Co-ordination, Dexterity or Mobility</b>	<input type="checkbox"/>	<b>Learning Difficulty</b>	<input type="checkbox"/>
<b>Mental Health</b>	<input type="checkbox"/>	<b>Hearing</b>	<input type="checkbox"/>

Other, please specify: \_\_\_\_\_

## ETHNIC ORIGIN

Please select the ethnic group to which you belong:

### White

White Scottish	<input type="checkbox"/>	White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	White other	<input type="checkbox"/>

### Asia, Asian Scottish, Asian British

Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>

Any other Asian Background, please write here: \_\_\_\_\_

### Black, Black Scottish, Black British

Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>
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Any other Black Background, please write here: \_\_\_\_\_

### Mixed

Any other mixed background, please write here: \_\_\_\_\_

### Other

Other ethnic background, please write here: \_\_\_\_\_

I choose not to disclose

Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

## REFERENCES

Names and addresses of two persons to whom reference may be made (one should normally be your present employer).

REFEREES	
(1) Name:	Designation:
Company Name:	
Address:	
Tel No:	
Email (preferred):	
(2) Name:	Designation:
Company name:	
Address:	
Tel No:	
Email (preferred):	
References will not normally be requested unless you are selected for interview. Can we contact both referees prior to interview?  (Reference 1) <b>YES</b> <input type="checkbox"/> / <b>NO</b> <input type="checkbox"/> (Reference 2) <b>YES</b> <input type="checkbox"/> / <b>NO</b> <input type="checkbox"/>	

## CRIMINAL RECORD

### Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975

The post for which you are applying is excepted from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975. Applicants are, therefore, not statutorily entitled to withhold information about convictions which for other purposes are “spent” under the provisions of this Act. You will therefore be required to disclose all Criminal Convictions if you are offered the post. If you do not then this could result in your dismissal.

Do you have any unspent convictions?      **Yes**  / **No**

- If **yes**, please attach a letter marked Private and Confidential detailing the conviction (s). The content of the letter should outline the incident(s), when it was, how it was dealt with (i.e. sentence received), explanation of circumstances at the time and what are your current circumstances. Please enclose this letter with your application form.

### Data Protection Act 2018

The information provided on this application form will be used for the purposes of selection for employment. Access to the data will be restricted to Human Resources. If you are appointed the application form will be placed in your personal file.

### Asylum and Immigration Act 1996

The Act makes it an offence to employ an individual who is subject to immigration control and who does not have permission to reside in the UK and undertake paid employment. All appointments are conditional on production of documentary evidence of eligibility to work in the UK.

### Protection of Vulnerable Groups (PVG) scheme

If appointed you will be required to have, or register for, membership of the Protection of Vulnerable Groups (PVG) scheme (Children and/or vulnerable adults if applicable).

**Please note that the successful applicant will be subject to a Protection of Vulnerable Groups (PVG) scheme and any offer will be subject to a satisfactory report.**

## DECLARATION

I declare that to the best of my knowledge all the information provided in my application is true and correct and can be treated as part of any subsequent contract of employment.

### DATA PROTECTION

By accepting this statement, you acknowledge and agree that the Company is permitted to hold personal information about you as part of its personnel and other business records and may use such information in the course of their business. You agree that the Company may disclose such information to third parties in the event that such disclosure is, in the view of the Company, required for the proper conduct of the Company’s business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

Signature

Date