

Equal opportunities monitoring

Nottingham Energy Partnership has a policy of equal opportunity, which recognises that its workforce should reflect its customer/service user base. It aims to ensure all job applicants receive equal treatment when applying for jobs whatever their racial or national origin, religion, disability status, sex, age, sexual orientation and former convictions.

We want to find out whether this policy is working and take steps to ensure further progress is made to achieve this aim. Therefore, we need to ask the following questions of all the applicants who apply to join the Partnership.

Please note that the final decision on appointment will always be made on merit and the information you provide in this section will not form part of this decision.

Date of Birth:	Gender:
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Do you consider yourself to be disabled?

- Yes
- No

Do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities?:

- Yes
- No

Racial / ethnic origin:

A. White	B. Mixed	C. Asian or Asian British	D. Black or Black British	E. Chinese, Chinese British or other
British	White & Black Caribbean	Indian	Black Caribbean	Chinese
Irish	White & Black African	Pakistani	Black African	Other ethnic group
Other White	White & Asian	Bangladeshi	Other Black	
	Other Mixed	Other Asian		

Religion:

None	Buddhist	Hindu
Muslim	Sikh	Jewish
Christian (including Church of England, Catholic, Protestant and all other Christian Denominations)	Other (please state)	

Rehabilitation of Offenders Act (1974)

Before completing this section please refer to the enclosed guidance notes on the Rehabilitation of Offenders Act. Please note that the post you are applying for is covered by the provisions of the Rehabilitation of Offenders Act 1974.

This means that you only need to tell us of convictions that are not spent (including cautions and reprimands).

Do you have any previous convictions which are 'unspent' under the terms of the Rehabilitation of Offenders Act??

Yes

No

If yes, please give details of offence(s) and sentence:

Confidentiality, security and disclosure

Information requested on this form relating to sex, race, religion and disability is required solely for monitoring and statistical purposes and will not be used as part of the selection process. You are advised that information given relating to unspent convictions may be checked with the appropriate persons or bodies if you are short-listed for this post.

I declare that the information given in this form is true. I accept that should I not have provided full and accurate information it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being take against me.

Signature of Applicant:	Date:
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Policy Statement on the Recruitment of Ex-Offenders

Nottingham Energy Partnership (NEP) is committed to the protection of all those people who use its services and of its employees. NEP is also committed to the promotion of Equality & Diversity and welcomes applications from people who have a criminal record as long as that does not affect its duty of care to others.

The employment and management of people with criminal records has to be approached in a balanced and responsible way, whilst not unfairly discriminating against people with a criminal record.

The Criminal Records Bureau (CRB) will provide a Disclosure giving details of a person's criminal record and information held by the Department of Health and the Department for Education and Skills. NEP will use the CRB to assess an applicant's suitability for employment in certain occupations and will comply with the CRB Code of Practice whilst undertaking to treat all applicants fairly.

NEP will:

- Undertake not to discriminate unfairly against any subject of a disclosure check on the basis of conviction or other information revealed.
- Actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records.
- Only request a disclosure check where it is necessary.

Having a criminal record will not necessarily bar anyone from working with NEP. This will depend on the nature of the position and the circumstances and the background of the offence.

Please note that the post you are applying for is covered by the provisions of the Rehabilitation of Offenders Act 1974.

This means that you:

- Only need to tell us of convictions that are not spent (including cautions and reprimands).

Under the Rehabilitation of Offenders Act if someone is convicted of an offence and is not convicted again for a specified period of time (see below) then that conviction can be considered "spent" and does not need to be mentioned on your application form or at interview.

The specified periods of time set out by the Act are:

Sentence	Rehabilitation Period
Prison sentence, corrective training or detention in a young offenders institution for between 6 and 30 months	10 years*
Prison sentence or sentence of detention in a young offenders institution for a term not exceeding 6 months.	7 years*
Fine or other sentence not expressly covered by the Act	5 years*
Order for detention in a detention centre	3 years
Conditional discharge or probation	1 year
Absolute discharge	6 months

* The rehabilitation period is halved in respect of a person under 18 years of age at the date of conviction.

The Act also applies to sentences imposed by courts outside the UK.

Please be aware that sentences over 30 months are never spent.

Please note that any convictions that are not spent must be declared.

If you are unsure whether you have to declare a previous conviction, please contact the Citizen's Advice Bureau or your Probation Officer or a Solicitor.

We will not discriminate against ex-offenders and if you have given details of previous convictions this will not necessarily prevent you from getting the job and will only be taken into account if it relevant to the type of work you will be doing.

Any information you give us will be kept confidential and only used in connection with your application.