# CAIRNGORMS NATIONAL PARK AUTHORITY PART A

***CNPA is committed to equality of opportunity and, to help to ensure that it puts its policies into practice, candidates are asked to complete and return this monitoring form. Information from this form will not be used in the selection of the initial shortlist. Completion of the form is voluntary and failure to complete it will not be used to your detriment – we will however require the name and address sections to be completed.***

***We appreciate it when candidates take the time and trouble to complete this form. The information it contains helps us to monitor and improve our recruitment procedures by highlighting whether we are failing to attract or recruit particular sections of the community. (This includes monitoring ethnicity, gender, age, family responsibilities, disability, religion and spent criminal convictions). and allowing us to assess the success of our advertising . Parts A and B of the application form are detached from the main application form before decisions about short-listing are made, thus ensuring that all such decisions are based on the information you provide in Part C alone.***

|  |  |
| --- | --- |
| **Post Applied for:** | |
| To be Completed by CNPA  **Ref No :** | |
| **Title: Mr/Mrs/Miss/Ms/Dr/Other**  **Name:** | **Date of Birth:** |
| **Postal Address:**  **Post Code:**  **Email address:** | |
| **Dependents:**  *(Please state relationship and age of children)* | |
| **Disabilities:**  Do you have a disability? YES/ NO  If yes, please indicate below any special requirements for the interview. | |
| **Where did you hear about/ see this post advertised? (if newspaper/ website please specify which)** | |

|  |  |
| --- | --- |
| **Driving Licence:**  Do you possess a current driving licence? YES / NO  Please give details of any endorsements / disqualifications. | |
| **Criminal Records:**  Please give details of any criminal convictions – ***you are not required to include spent convictions under the Rehabilitation of Offenders Act.*** | |
| **Do you require a permit to work in the UK:** YES / NO | |
| **National Insurance Number:** | |
| **Names of Referees:**  Please give the **names, postal addresses and emails (if appropriate)** of two people who know you well: one should be your present/ most recent employer and the other one a previous employer if possible. We will not contact your referees until an offer of employment has been made to you. | |
| **Name:**  **Address:**  **Context in which they know you:** | **Name:**  **Address:**  **Context in which they know you:** |

I confirm that to the best of my knowledge, the information provided in Part C of this document is correct and gives a fair representation of my qualifications and employment history. I understand that the information contained in Parts A & B may be stored as part of the company’s monitoring of equal opportunities and the effectiveness of our recruitment procedures, and I give my consent for my details to be used for this purpose. CNPA adhere to all legislation as detailed in the Data Protection Act.

Signature: Date:

**CAIRNGORMS NATIONAL PARK AUTHORITY PART B**

**EQUALITY AND DIVERSITY EMPLOYMENT MONITORING FORM**

The Cairngorms National Park Authority is committed to equality of opportunity as an employer and recognises the value that a diverse workforce can bring. To assist us to monitor the effectiveness of our equality and diversity practices, we would encourage you to complete this monitoring form. This form will be separated from your application form prior to the selection process. The information you provide will be treated as sensitive data under the Data Protection Act 1998.

Please tick the relevant box in each section, or complete details as appropriate.

**What is your age?**

|  |  |
| --- | --- |
| 16-24 years |  |
|  | |
| 25-34 years |  |
|  | |
| 35-44 years |  |
|  | |
| 45-54 years |  |
|  | |
| 55-64 years |  |
|  | |
| 65+ years |  |
|  | |
| Choose not to disclose |  |

**Do you consider yourself to have a disability?**

|  |  |
| --- | --- |
| Yes |  |
|  | |
| No |  |
|  | |
| Choose not to disclose |  |

**What is your gender?**

|  |  |
| --- | --- |
| Male |  |
|  | |
| Female |  |

**Do you currently or have you previously considered yourself as transgender?**

|  |  |
| --- | --- |
| Yes |  |
|  | |
| No |  |
|  | |
| Choose not to disclose |  |

**What is your religion or belief?**

|  |  |
| --- | --- |
| None |  |
|  | |
| Church of Scotland |  |
| Church of England |  |
|  | |
| Roman Catholic |  |
|  | |
| Other Christian, please write in |  |
| below | |
|  | |
|  | |
|  | |
| Muslim |  |
|  | |
| Buddhist |  |
|  | |
| Sikh |  |
|  | |
| Jewish |  |
|  | |
| Hindu |  |
|  | |
| Any other religion or belief, please |  |
| write in below | |
|  | |
|  | |
|  | |
| Choose not to disclose |  |

**What is your sexual orientation?**

|  |  |
| --- | --- |
| Bisexual |  |
|  | |
| Gay/Lesbian |  |
|  | |
| Heterosexual |  |
|  | |
| Other, please write in below |  |
|  | |
|  | |
| Choose not to disclose |  |

**What is your ethnic group?**

Choose **ONE** section A – G, then tick **ONE** box which **best describes** your ethnic group or background.

1. **White**

|  |  |
| --- | --- |
| Scottish |  |
|  | |
| English |  |
|  | |
| Northern Irish |  |
|  | |
| Welsh |  |
|  | |
| Other British, please write in |  |
| below | |
|  | |
|  | |
|  | |
| Irish |  |
|  | |
| Gypsy / Traveller |  |
|  | |
| Polish |  |
|  | |
| Other white ethnic group, please |  |
| write in below | |
|  | |
|  | |

1. **Mixed or multiple ethnic group**

|  |  |
| --- | --- |
| Any mixed or multiple ethnic |  |
| group, please write in below | |
|  | |
|  | |

1. **Asian, Asian Scottish or Asian British**

|  |  |
| --- | --- |
| Pakistani, Pakistani Scottish or |  |
| Pakistani British | |
|  | |
| Indian, Indian Scottish or Indian |  |
| British | |
|  | |
| Bangladeshi, Bangladeshi |  |
| Scottish or Bangladeshi British | |
|  | |
| Chinese, Chinese Scottish or |  |
| Chinese British | |
|  | |
| Other, please write in below |  |
|  | |
|  | |

1. **African**

|  |  |
| --- | --- |
| African, African Scottish or African |  |
| British | |
|  | |
| Other, please write in below |  |
|  | |
|  | |

1. **Caribbean or Black**

|  |  |
| --- | --- |
| Caribbean, Caribbean Scottish or |  |
| Caribbean British | |
|  | |
| Black, Black Scottish or Black |  |
| British | |
|  | |
| Other, please write in below |  |
|  | |
|  | |

1. **Other ethnic group**

|  |  |
| --- | --- |
| Arab, Arab Scottish or Arab British |  |
|  | |
| Other, please write in below |  |
|  | |
|  | |

1. **Choose not to disclose**

|  |  |
| --- | --- |
| Choose not to disclose |  |

**What is your marital status?**

|  |  |
| --- | --- |
| Married |  |
|  | |
| Not married |  |
|  | |
| Civil Partnership |  |
|  | |
| Choose not to disclose |  |
|  | |
|  | |
|  | |

**Gaelic: How would you assess your ability –**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | None | Little | Some | Moderate | Fluent | Prefer not to say |
| Read  Gaelic |  |  |  |  |  |  |
| Write  Gaelic |  |  |  |  |  |  |
| Speak  Gaelic |  |  |  |  |  |  |
| Understand Gaelic |  |  |  |  |  |  |

# CAIRNGORMS NATIONAL PARK AUTHORITY PART C

***14 The Square***

***Grantown-on-Spey***

***PH26 3HG***

***Please complete this form in black type/ink so that the form may be photocopied. Please return to:***

***HR Manager at the above address.***

|  |  |
| --- | --- |
| **Post Applied for:** | To be Completed by CNPA  **Ref No :** |
| **Contact Details:**  **Tel: Home: Mobile:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION:** Name of School / College / University | | Years *from/to* | Examinations passed *(subjects / credits / honours, etc.)* |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **DETAILS OF ANY FURTHER TRAINING:**  *(Please include all courses relevant to this position and give dates of attendance)* | | | |
| **CURRENT (OR LAST) EMPLOYMENT:**  *Employer’s name and nature of business* | *Position held* | *Please give a concise outline of your duties* | |
|  |  |  | |
| *Current Salary* | *Dates of Employment (from – to)* | *What was your principal achievement in this position?* | |
| *Reason for leaving/ wishing to leave* |

# CAIRNGORMS NATIONAL PARK AUTHORITY

|  |  |  |
| --- | --- | --- |
| **PREVIOUS EMPLOYMENT:**  *Employer’s Name and nature of business* | *Brief description of positions held & details of duties* | *Reason for leaving* |
|  |  |  |
| *dates employed* |
|  |  |  |
| *dates employed* |
|  |  |  |
| *dates employed* |

*(continue on separate sheet if necessary)*

|  |
| --- |
| **Why are you the person for this role? What attracts you to this role? Why should we interview you?**  *(Please include details of all skills, knowledge and experience you possess which are relevant to the job description and person specification for this post)* |

# CAIRNGORMS NATIONAL PARK AUTHORITY

**Continuation:**

**Why are you the person for this role? What attracts you to this role? Why should we interview you?**

*(Continue on another sheet if necessary)*