

# Diocese of St Edmundsbury & Ipswich Diocesan Board of Finance

## Job Application Survey Form

The Diocese of St Edmundsbury & Ipswich recruits employees to do many different jobs. It is important, to everyone concerned, that the way employees are selected is fair and does not contravene the law or the Diocese's equal opportunities policy.

To help us monitor our recruitment and selection processes you are asked to give the following additional information about yourself.

The details you supply will be used for the purpose of monitoring the equal opportunities policy. Analysis of the information will not be in a form that identifies you, nor will it be used in selecting or not selecting you for the job.

If you indicate that you have a disability, you will be offered an interview if you meet the essential criteria for the job. See overleaf for further details.

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### ABOUT THE JOB YOU ARE APPLYING FOR

Department .....

Job Title .....

#### WHERE DID YOU SEE THE JOB ADVERTISED?

Internal vacancy notice  Job Centre  (please tick)

Publication (please specify) .....

Other (please specify) .....

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### ABOUT YOU

Surname ..... Initials .....

Sex ..... Marital Status ..... Date of Birth ..... Age .....

**Ethnic Origin** (The following categories are recommended by the Commission for Racial Equality. If you feel they do not provide a suitable option please write down how you would describe your ethnic origin.)

- 1 Black - Caribbean
- 2 Black - African
- 3 Black - Other - *please specify*
- 4 Other - *please specify*
- 5 White


- 6 Indian
- 7 Pakistani
- 8 Bangladeshi
- 9 Chinese
- 10 Irish


Do you have a disability? Yes  No   
(see over for definition)

Are you applying to job share? Yes  If possible  No

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**Please fold completed form along dotted lines and return with application form.  
Please fold this part inside**

**F O L D**

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### Definition of disability

The Disability Discrimination Act 1995 defines disability as follows:

A person has a disability if s/he has a physical or mental impairment that has a substantial and long-term effect on his/her ability to carry out normal day to day activities.

This includes impairments, lasting at least twelve months or likely to recur, to one or more of the following:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to carry, lift or otherwise move everyday objects
- speech, hearing or sight (not where sight is corrected by wearing spectacles or contact lenses)
- memory or ability to concentrate, learn or understand
- perception of risk or danger.

The term impairment includes progressive conditions.

St Edmundsbury & Ipswich Diocesan Board of Finance will make reasonable adjustments to the recruitment and selection process and to the job for successful candidates where the need for these is made known by the applicant/employee.

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**F O L D**

**CONFIDENTIAL**

### **JOB APPLICATION SURVEY FORM**

*The contents of this form are to be used for equal opportunities monitoring only.*

*The form must be separated from the application form so that it is not seen by people making selection decisions.*