**Monitoring Information** Fields marked with an asterisk (**\***) are mandatory

This section of the application form will be detected from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you.

St John recognises the benefits of a diverse workforce which reflects the wider population and welcome applications from all sections of the community. Also, using the Prevention of Discrimination (Guernsey) Ordinance, 2022 and the Sex Discrimination (Guernsey Ordinance), 2005, all healthcare organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help the organisation look at the profile of individuals who apply, are shortlisted for and appointed to each vacancy.

**Personal Information** Fields marked with an asterisk (**\***) are mandatory

Details entered in this part of the form will be held by St John Ambulance and Rescue Service. Access to this information will be withheld from the shortlisting panel. Please do not type using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

|  |  |
| --- | --- |
| Title | |
| Click or tap here to enter text | |
| Surname/Family name **\*** | |
| Click or tap here to enter text | |
| First name **\*** | Middle name(s) |
| Click or tap here to enter text | Click or tap here to enter text |

**Equality & Diversity Monitoring**

The Prevention of Discrimination (Guernsey) Ordinance, 2022 and the Sex Discrimination (Employment) (Guernsey) Ordinance, 2005 (as amended) protects people against discrimination on the grounds of:

* sex (and gender)
* pregnancy and maternity
* gender reassignment
* carer status
* disability
* race
* marital status
* religion or belief, including a lack of any belief
* and sexual orientation.

The Equality Act 2010 also protects people on the basis of their age and whether married or in civil partnership.

|  |
| --- |
| Please state your date of birth: **\*** |
| Click or tap here to enter text |

|  |
| --- |
| Please indicate your gender: **\*** |
|  |
| Male  Female  I do not wish to disclose |
| Please indicate the option which best describes your marital status: **\*** |
| Choose an item |

|  |
| --- |
| Please indicate your ethnic origin: **\*** |
| Choose an item |

|  |
| --- |
| Which of the following options best describes how you think of yourself: **\*** |
| Choose an item |

|  |
| --- |
| Please indicate your religion or belief: **\*** |
| Choose an item |

Under the Prevention of Discrimination (Guernsey) Ordinance, 2022 the definition of disability is if you have one or more long term impairments, that has lasted, or is expected to last, for not less than six months. Further information regarding the definition of disability can be found at <https://eeos.gg/resources-organisations-my-issue-about-employing-people-discrimination-prevention-discrimination-3>

Reasonable adjustments will be made available should you be invited to interview.

|  |
| --- |
| According to the definition of disability do you consider yourself to have a disability: **\*** |
| Yes  No  I do not wish to disclose whether or not I have a disability |

**Relationships**

If you are related to a director, or have a relationship with a director or employee of the Service please state the relationship:

|  |
| --- |
| **Click or tap here to enter text**  Max words: 50 |

**Safeguarding** Fields marked with an asterisk (**\***) are mandatory

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you.

**The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002**

The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties of the role being applied for.

Suitable applicants will not be refused positions because of criminal record information of other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings).

You are not legally required to provide any information about criminal offences that have become spent. Certain criminal offences can be regarded as spent after a specified rehabilitation period as outlined by The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the information you provide and the position you are applying for.

Do you have any UNSPENT convictions as outlined in The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002?

This includes any unspent convictions that may have been issued in any other country, where it would be an equivalent offence in the Bailiwick of Guernsey, England and Wales.

It also includes all unspent convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in the Bailiwick of Guernsey, England and Wales.

You **are not** required to disclose any information in relation to convictions that have become SPENT. In these circumstances you should select NO to this question.

If you are in any doubt as to how to answer this question, please refer to the Service’s Head of HR (Tel. 01481 742145) for further information before completing this question. **\***

Yes  No

Do you have any UNSPENT cautions, reprimands or final warnings as outlined in The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002?

This includes any unspent cautions, reprimands or final warnings that may have been issued in any other country, where it would be an equivalent offence in the Bailiwick of Guernsey, England and Wales.

It also includes all unspent cautions that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in the Bailiwick of Guernsey, England and Wales.

You **are not** required to disclose any information in relation to cautions, reprimands or final warnings that have become SPENT. In these circumstances you should select NO to this question.

If you are in any doubt as to how to answer this question, please refer to the Service’s Head of HR (Tel. 01481 742145) for further information before completing this question. **\***

Yes  No

**The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 (Commencement, Exclusions and Exceptions) Ordinance, 2006**

The role you have applied for is exempt from the provisions normally afforded to individuals under The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 (Commencement, Exclusions and Exceptions) Ordinance, 2006 (as amended). This means that the employer can obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 (Commencement, Exclusions and Exceptions) Ordinance, 2006 (as amended).

Enhanced disclosures may include other relevant non-conviction information held on police databases, at the discretion of the police or Chief Officer of Guernsey Police.

Before you complete this form, it is important for you to read the highlighted note in the section below.

If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing this form, the following links to guidance will help provide more clarity you should discuss your application with the Service’s Head of HR (Tel. 01481 742145).

Do you have any convictions that are not protected (i.e. eligible for filtering) as outlined in The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 (Commencement, Exclusions and Exceptions) Ordinance, 2006 (as amended) (the Exceptions Order)?

It also includes all convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where the equivalent offence in the Bailiwick of Guernsey, England and Wales is not protected.

You are not required to disclose any information in relation to the above if ALL convictions are protected (i.e. eligible for filtering) as outlined in the Exceptions Order. In these circumstances you should select NO to this question.

This requirement is regardless as to whether any conviction is spent or remains unspent. **\***

Yes  No

Do you have any cautions, reprimands or final warnings that are not protected (i.e. eligible for filtering) as outlined in The Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 (Commencement, Exclusions and Exceptions) Ordinance, 2006 (as amended) (the Exceptions Order)?

It also includes all cautions, reprimands or final warnings that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where the equivalent offence in the Bailiwick of Guernsey, England and Wales is not protected.

You are not required to disclose any information in relation to the above if ALL convictions are protected (i.e. eligible for filtering) as outlined in the Exceptions Order. In these circumstances you should select NO to this question.

This requirement is regardless as to whether any caution, reprimand or final warning is spent or remains unspent.

If you are in any doubt as to how to answer this question, please refer to the Service’s Head of HR (Tel. 01481 742145) for further information before completing this question. **\***

Yes  No

**Declaration** Fields marked with an asterisk (**\***) are mandatory

The information contained in this form, accompanying my application, is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the form may be grounds for rejecting this application or subsequent dismissal if employed by the organisation.

I agree to the above declaration **\***

|  |  |  |
| --- | --- | --- |
| **Signed** |  | **Dated**  Click or tap here to enter text |

Thank you for taking the time to complete this form.