



NATIONAL PROBATION SERVICE
for England and Wales

CUMBRIA PROBATION SERVICE

APPLICATION FOR EMPLOYMENT PACK

This pack included the following documents and forms:

- Information for Applicants
- Guidance notes for completing the Application Form
- Application Form
- Equality and Diversity Monitoring Form

If you read these notes and still have questions, or need more help please email your question to hr@cumbria.probation.gsi.gov.uk or telephone Human Resources 01228 560057.

CUMBRIA PROBATION SERVICE INFORMATION FOR APPLICANTS

The National Probation Service (NPS) is a law enforcement agency that exists to supervise offenders in the community and help them lead law abiding lives. It is currently separated into 42 probation areas – Cumbria being one of them.

The NPS, together with the prison service, form the National Offender Management Services (NOMS) and are part of the Ministry of Justice.

There is a national commitment to working with other criminal justice agencies on the following key priorities:

- Protection of the public
- Proper punishment of offenders
- Rehabilitation of offenders
- Reducing re-offending
- Ensuring offender awareness of the effects of crime on the victims of crime and the public

Cumbria Probation Service is governed by the Probation Board, with the Chief Officer of the Probation Service being a member of the Board. The Board is the employer of all staff in Cumbria.

Cumbria Probation Service has a full time equivalent of some 199 staff. Geographically, we are the third largest probation area in England and Wales – approx 2,600 square miles.

As well as the Headquarters based in Wetheral, just outside of Carlisle, there are eight other sites. Travelling takes up a significant proportion of the annual budget and staff time, and can also cause difficulties for offenders and their families. All staff are appointed as employees of Cumbria Probation Service and there is an expectation that individuals will be flexible as regards to travelling in response to operational need. Although Cumbria is a mainly rural area, there are urban areas of considerable deprivation within the county boundaries.

Cumbria Probation Service is led by the Chief Officer Annette Hennessy and two Assistant Chief Officers who manage the following key functions:

- offender management and interventions
- finance and corporate resources

RESTRICTED

The area is structured into two divisions (East and West) providing a service to courts, undertaking induction and motivational work with offenders placed on most community orders and supervising offenders on prison licenses.

There are probation offices in Carlisle, Penrith, Whitehaven, Workington, Kendal and Barrow; and a small number of probation staff there are based at HM Prison Haverigg, a category C prison. There is also an Approved Premises for offenders which provides accommodation for up to male 24 residents. A placement in the Approved Premises is arranged to facilitate a greater degree of control over an offender and to facilitate intensive work to address offending. Probation Officers and Probation Service Officers who undertake work in offender management, together with the accredited programme delivery, are located in the above sites and are supported by Case Administrators.

Programmes include a Thinking Skills Programme to tackle general offending behaviour and programmes for domestic violence perpetrators, sex offenders, drink drivers and those with substance misuse problems. Staff who deliver the programmes are required to pass an accreditation process via an Assessment Centre and to undergo extensive training before they can deliver such programmes. During the course of their employment, staff in other teams may also be required to deliver programmes. Accordingly all new entrants in the relevant staff group attend the Assessment Centre as part of the selection process.

The Offender Management function provides a service to the Courts and undertakes induction, supervision and punishment of offenders on Community Orders. Other interventions include intensive drug and alcohol treatment

Community Payback (Unpaid Work) staff are also located in each division and are responsible for the supervision of offenders via Unpaid Work Requirements.

Supervision in accordance with National Standards ensures that offenders are seen regularly and held to account for their behaviour. The level of supervision varies according to the assessed risk of the offender. Those offenders deemed to possess a significant and immediate threat to the public are supervised jointly with other agencies under the Multi-Agency Public Protection Arrangements (MAPPA). National Standards also ensure that those offenders who do not comply with the terms of their supervision are promptly dealt with and returned to court or prison.

Whilst under supervision, intervention with the offender is organised to address the issues that have led to offending. These include interventions focussing on thinking skills, basic skills education, substance misuse, accommodation needs etc.

Work within Haverigg is organised under the terms of a contract between the Prison Governor and the Probation Chief Officer. A team of probation staff work within the prison to support interventions with prisoners and to contribute to plans for resettlement and reintegration.

Cumbria Probation Service works closely with criminal justice agencies, the private sector, other statutory and voluntary organisations within the county, to deliver enhanced levels of service to fulfil the aims of reducing re-offending and protecting the public.

Headquarters Function

Corporate Services

Support Services

Staff in the Support Services team are accountable to the Head of Corporate Resources. The HQ team provide all types of support to Headquarters including support for Board meetings.

HR and Training Unit

The HR and Training team are accountable to the HR and Training Manager, and provide a professional strategic and operational service on a wide variety of functions, including:

- Recruitment and Selection
- Equality and Diversity
- Advice for staff on terms and conditions of employment,
- Advice on HR Policies and Procedures
- Advice on payroll and pension queries
- A comprehensive training service for all staff to ensure the organisation has staff with the necessary skills, knowledge and understanding to contribute to the work of the Service in accordance with the Service's Organisational and Business Plan.
- Organisational change/restructure issues
- Management of the external Occupational Health Provider contract

Employee records are held both manually and on a computerised system to assist in providing accurate and timely information.

Finance Unit

The Finance Unit is accountable to the Head of Corporate Resources/Treasurer and is responsible for the provision of:

- Financial information to the Board and various levels of management within the Organisation
- Financial planning and budgetary control.
- Payroll, creditor payment, expenses and Treasury function
- Accountancy (inc final accounts)
- Unit costing
- Risk management and insurance
- Estate strategy (excluding Facilities Management)
- National Probation Directorate grant claims and returns.

The Finance Unit also assists other sections and their management teams to enhance efficiency and effectiveness across the organisation.

Information Unit

The Information Unit aims to provide necessary performance and other operational information to the Cumbria Probation Board, NOMS, management and staff. The Unit is responsible for developing and maintaining the information systems which will meet the information needs of the Service.

One of these systems is CRAMS, a nationally developed computerised case record system which holds key information about the persons with whom the Service works. It is made up of a number of modules designed for specific uses within the Service. It is a means of storing information both about cases and communicating it to other members of staff. The other main system used is e-OASys which is an Offender Assessment System. This is a national system used in both Probation and the Prison Service and provides information on the offender needs and assesses the risk levels.

Health and Safety Unit

Cumbria Probation Service is fully committed to ensure the Health, Safety, Welfare and Well-being of its employees and anyone who may be affected by its work activities, and recognises its duty of care under the Health and Safety at Work Act 1974.

Working in partnership with the trade unions, the aim is to continually strive to deliver a healthy and safe working environment as well as complying with statutory obligations and conform to the requirements of the National Probation Service's overall approach to health and safety.

Conditions of Employment/Benefits of working for Cumbria Probation Service

- **Annual Leave**

Annual leave is based on the following:

Length of Continuous Service	Annual Leave	Plus Service Days	Total Days
0-1 year	25	2	27
1 year plus	26	2	28
2 years' plus	27	2	29
3 years' plus	28	2	30
4 years' plus	29	2	31
5 years' plus	30	2	32
7 years' plus	30	3	33

Service days must be taken at times nominated by the Board.

- **Appraisal**

Appraisal is undertaken for all employees in conjunction with the line manager. It is continuous throughout the year and runs together with the supervision process.

- **Childcare Vouchers**

Cumbria Probation Service offers Childcare Voucher to employees.

KiddiVouchers Childcare Vouchers are an employee benefit available to all eligible working parents. Childcare Vouchers are non-taxable and exempt from National Insurance contributions (NIC) for employees, whilst offering NIC savings for employers. Childcare Vouchers are the recognised payment method for registered child carers.

All eligible working parents with children aged up to 16, can benefit from Childcare Vouchers, provided their employer offers the Childcare Vouchers scheme. The scheme benefits both basic and higher rate tax-payers and offers savings of up to **£2,392*** per family, per year. Childcare Vouchers are not just for under 5s - they can be used to pay for all types of registered childcare for children aged up to 16, including childminders, nurseries, nannies, play schemes, crèches, before and after school clubs and even holiday schemes.

(*Subject to individual circumstances)

- **Criminal Record Disclosure**

In accordance with the Rehabilitation of Offenders Act 1974 all posts are subject to Criminal History Self-Declaration.

- **Employee Assistance Programme**

Cumbria Probation Services offers an employee assistance programme for well being at work, including telephone support and counselling helpline, face to face counselling, legal and financial advisory helpline which is available 24 hours a day.

- **Hours of work**

Normal hours of work for employees is 37 hours per week in accordance with operational requirements.

Normal Working days:

8.45am - 5.15 pm Monday to Thursday

8.45am - 4.45 pm Friday

(Subject to the flexible working hours scheme, which is applicable to office based staff)

Operational Probation Officer grades and above will be required to work 150 hours in each 4 week period. Normal office hours are defined as 8.45 a.m. to 5.15 p.m. Monday - Friday.

Where there is a requirement by management to work unsocial hours, payments will be made in accordance with the National Negotiating Council for the Probation Service, Pay and Conditions of Service.

- **Occupational Health Services**

Cumbria Probation Service is committed to promoting the health, safety and well being of all employees and offers an Occupational Health (OH) Service for pre-employment medical checks and referral appointments.

- **Payroll**

Payroll is contracted out to an external provider, currently Armstrong Watson. All staff are paid monthly in arrears on the last working day of each month.

- **Pension Scheme**

Cumbria Probation Services operates the Local Government Pension scheme.

- **Probationary Period**

Unless you have continuous service, all staff will be subject to a 6 month probationary period. This will entail regular assessments during the 6 month period before being confirmed in post.

- **Sick Pay**

Entitlement during any absence due to sickness or injury is as set out in the Conditions of Service for the NNC for the Probation Service.

Subject to the provisions of this scheme, an employee absent from duty owing to illness shall be entitled to receive an allowance in accordance with the following scale:

during 1st year of service	1 month's full pay and (after completing 4 months' service) 2 months' half pay
during 2nd year of service	2 months full pay and 2 months' half pay
during 3rd year of service	4 months' full pay and 4 months' half pay
during 4th & 5th year of service	5 months' full pay and 5 months' half pay
after 5 years service	6 months' full pay and 6 months' half pay

- **Training**

During employment mandatory training events will take place.

In addition, there will be opportunities to access further training and career development either through adhoc training events or external based study, based initially on discussions and identification of training needs with your line manager through the appraisal process.

- **Unions**

Cumbria Probation Service continues to work closely with the two recognised Trade Unions i.e. NAPO and UNISON in the pursuit of good industrial relations.

CUMBRIA PROBATION SERVICE

GUIDANCE NOTES ON THE COMPLETION OF YOUR APPLICATION FORM

BEFORE COMPLETING THE APPLICATION FORM, PLEASE READ THESE NOTES CAREFULLY.

- The purpose of this application form is to enable us to shortlist candidates for interview.
- Please complete all sections of the form in black ink or typescript. Keep all information relevant to the appointment applied for.
- If there is insufficient space on the form, attach a separate sheet giving the additional information.
- Applications will only be considered if the application form is completed and not in the form of individually styled CVs. However, for those applicants who consider themselves disabled within the terms of the Disability Discrimination Act 2005, where appropriate, applications may be received in alternative formats. Please contact the Human Resources team for further information. Additional relevant information may be submitted with the application form (see above).
- Please ensure that the form is signed and dated and returned by the closing date shown.
- The omission or falsification of information could lead to disqualification of your application or later dismissal if appointed.
- Please enclose a stamped addressed envelope if you require acknowledgement of receipt of your application. Otherwise please note that in the interest of public economy only short listed applicants will receive further notification, which will be within four weeks of the closing date for the post.
- In case of doubt please enclose an explanatory note or telephone a member of the Human Resources team, Probation Headquarters, Carlisle (01228 560057) for advice.
- All information provided in the application may be stored and processed by Cumbria Probation Service for a period of 6 months for recruitment purposes. For the successful candidate the information will be stored on their personal file and processed for the purpose of the employment relationship.

Please state the Post Title, Post Type, Office Location and where you saw the post advertised on the top of the application form.

1 PERSONAL DETAILS

- Please complete your personal details in this section.
- The address provided should be your registered address where you live.

2 RIGHT TO WORK IN THE UK

- The Asylum and Immigration Act 1996 makes it an offence for Cumbria Probation Service to employ anyone who does not have the right to live and work in the UK, therefore this section on the application form must be completed by all applicants.
- British citizens must complete the Passport details section and national insurance details.
- Non-British citizens who have the right to work in the UK must ensure they complete the sections on work permits and/or visas and include their national insurance number (if applicable).
- Successful applicants will be required to provide documentary evidence of the right to work in the UK.

3 EDUCATION / QUALIFICATIONS

- Please enter details of secondary education and any relevant college/university education, whether full time or part time, giving dates of attendance.
- Please provide details of any 'O' or 'A' levels, CSE's or GCSE's with grades where known together with any qualifications (professional or otherwise). Where examinations are to be taken or results are awaited please give relevant details.
- In the case of typing, word processing and shorthand qualifications please give details of speeds.
- Candidates may be required to provide evidence of qualifications held.

4 FURTHER TRAINING

- Please ensure details of any further training undertaken is provided in this section of the application form.
- This type of training will include specialist training, short courses and in-house training etc.

5 EMPLOYMENT HISTOTY

- All applicants must complete this section giving details of present/most recent employer

- All applicants must provide details of their previous employment, starting with the most recent post held.
- Any gaps in employment must be accounted for.

6 CURRENT DUTIES AND RESPONSIBILITIES

- In this section you are asked to provide details of the post currently held (or most recently held).
- This information should include current duties and responsibilities.

7 DRIVING

- Staff may be asked to travel to other sites within Cumbria and mileage is paid at the agreed mileage rates.
- For some operational posts, a class C1 category is an essential requirement of the post and, if applicable, will be detailed on the Person Specification.

8 HEALTH

- All candidates must be medically fit to carry out the duties of the post for which they are applying.
- The appointment will be subject to satisfactory evidence of medical fitness.
- Successful candidates will be required to complete a detailed confidential medical questionnaire and may be asked to undergo a medical examination.
- Examples of 'serious illness' excludes children's ailments, single visits to the doctors and normal pregnancies.
- Candidates with health problems or persons with disabilities who apply for employment will not be disadvantaged by conditions or requirements, nor will they receive less favourable treatment which cannot be shown to be justified.
- Cumbria Probation Service has a target of no more than 9 days absence per employee per annum. Internal and external applicants will be required to demonstrate that this can be reasonably achieved by them detailing their absence record including dates and reasons for each period of absence over the last two years.
- The following may be discounted where these occur within an otherwise satisfactory 2 year period:
 - Absences directly related to the Disability Discrimination Act (DDA)
 - Pregnancy related absences
 - Absence resulting from an accident at work
 - Operation and recovery from non-elective surgery

9 APPLICANTS WITH DISABILITIES

- Cumbria Probation Service will guarantee to interview all disabled applicants who meet the essential criteria of the post for which they are applying.
- The Disability Discrimination Act 2005 defines a disabled person as:-
‘An individual who has a long-term physical or mental impairment which has a substantial adverse effect on their ability to carry out normal day to day activities’

10 SUPPORTING INFORMATION

- The information provided in this section will be used when shortlisting applications for interview.
- You should provide as much information as possible to clearly demonstrate how you meet the essential and desirable requirements as detailed in the person specification and the reasons they are applying for the post.
- Reference may be made to voluntary work and general life experience as well as paid employment.
- If further space is required you should continue on a separate sheet which should be numbered and have your name at the bottom of the page.

11 REFEREES

- Please give details of two people not related to you who may be approached for references. One should be your present employer (last employer if currently unemployed) or your college or school tutor if still engaged in education. The other referee should be someone who knows you in a work related or education capacity and who is able to comment on your aptitude for the post applied for.
- In addition to the names of the referees requested in Section 11 on the application form, please provide the names and addresses of **all** your employers within the previous two years, if there is more than one. The Services Staff Vetting Policy requires us to contact all your employers within the last 2 year period for references.

12 CRIMINAL CONVICTIONS/COURT PROCEEDINGS

- (I) *Probation Officer Grades, Probation Service Officers, Unpaid Work Requirement Supervisory Staff, Approved Premises Staff including sessional/relief workers (operational staff).*

Your attention is drawn to the fact that these posts are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 and its regulations, and applicants are therefore not entitled to withhold information about convictions which for any other purpose are 'spent' under the provisions of the Act.

You are required to disclose any convictions against you however minor and including road traffic offences, and any criminal proceedings currently outstanding. You must give the details of offences for which you have been convicted, cautioned or bound over including the date of the conviction and the sentence imposed.

If none please write **NONE** in the section of the application form. Any information given to us will be completely confidential and only considered in relation to this application.

The Probation Board is empowered to request a police check on the criminal record including spent convictions of applicants offered employment. A police check will only be made if you are offered a post. You have the right to refuse permission for these enquiries to be made but refusal may prevent further consideration of your application.

Failure to disclose convictions which come to light after appointment may result in disciplinary action or dismissal.

(ii) *All other grades (non-operational staff)*

Your attention is drawn to the Rehabilitation of Offenders Act and its regulations which provides for 'spent' convictions not to be disclosed.

You are asked to provide details of any criminal convictions (however minor including road traffic offences) not covered by the Act that you may have had and any criminal proceedings currently outstanding. If none please write **NONE** in the section of the application form.

False declaration or failure to give correct details on the application form which come to light after appointment may result in disciplinary action or dismissal.

13 **CANVASSING**

- Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

14 DECLARATION

- All applicants must ensure they sign the declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application.
- If you provide any false information or deliberately omit relevant details your application will be withdrawn from the recruitment process.
- The provision of false information may also result in the termination of employment.

EQUAL OPPORTUNITIES MONITORING FORM

- In order to promote equality of opportunity, it is necessary for the Probation Board to carry out detailed monitoring of the whole recruitment process. This requires the collection of information regarding the applicant's gender, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation and to this end all candidates are requested to assist with the monitoring procedure by completing the attached questionnaire and returning it with their application. No job applicants will be treated less favourably because of this information.
- This information **will not** be used by those involved in the selection process and is for statistical purposes only to enable Cumbria Probation Service to be aware of the make-up of its employees. This information will also enable Cumbria Probation Service to focus support and guidance where best needed.
- The form will be separated on receipt from the accompanying form before any consideration of candidates occurs and will be treated as strictly confidential.

GENERAL INFORMATION

COMPUTERISED INFORMATION

- Cumbria Probation Board is committed to the principles of the Data Protection Act 1998. The personal and career details of successful applicants will be stored on computer for Human Resources administration and monitoring use only.

APPLICATION FOR APPOINTMENT



NATIONAL PROBATION SERVICE
for England and Wales



Cumbria

Post Title:	
Post Type:	Operational/Non-Operational
Office Location:	
Post Advertised in:	

Please use black ink or type

1. PERSONAL DETAILS

SURNAME		FORENAME(S)	
Preferred title (e.g. Dr, Miss, Mr, Mrs, Ms)		Previous surname(s), if appropriate	
Home Address		Home Telephone	
		Mobile Telephone Number	
		E-mail Address	
		Work Telephone Number (If you may be contacted there)	
Post Code			

2. RIGHT TO WORK IN THE UK

Passport Number:		Passport Issuing Country:	
Passport Issue Date:		Passport Expiry Date:	
Visa Reference:		Visa Issue Date / Expiry Date:	
Work Permit No:		Work Permit Expiry Date:	
Residency Permit No:		Residency Permit Expiry Date:	
National Insurance number:			

3. EDUCATION / QUALIFICATIONS

Schools, Colleges, University etc attended since age 11	Examinations taken or to be taken	Pass/Fail with grades and dates

4. FURTHER TRAINING Further relevant specialist training, short courses, in-house training etc

Dates	Description of Course

5. EMPLOYMENT HISTORY

Present Employment (Please state if you are currently unemployed)

Employer (with address)	Post Held	Date of Appointment	Present Salary

Notice Required

Previous Employment (Start with most recent post held)

Dates		Name and Full Address of Employer	Post Held (Including Salary)	Reason for Leaving
From	To			

6. CURRENT DUTIES AND RESPONSIBILITIES

Please give a brief description of your current duties and responsibilities:

7. DRIVING

1. Do you have a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do you have your own transport which could be available for work if required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. HEALTH

Please give details of any serious illnesses from which you have suffered (excluding all childhood ailments and one-off visits to the doctor):
State number of days absent from work / education in the last two years and brief details of reasons:

9. APPLICANTS WITH DISABILITIES

APPLICATION FOR A GUARANTEED INTERVIEW FOR PEOPLE WITH DISABILITIES WHO MEET THE ESSENTIAL REQUIREMENTS FOR THE JOB

Cumbria Probation Service is working towards Equal Opportunities and actively encourages applications from people with disabilities.

We are using the Guaranteed Interview Scheme because we recognise that people with disabilities who meet the published essential requirements for the job will be guaranteed an interview.

10. SUPPORTING INFORMATION

Please provide as much information as possible to clearly demonstrate how you meet the essential and desirable requirements as detailed in the person specification and the reasons they are applying for the post.

11. REFERENCES

Please state details of two people to whom reference can be made about your suitability for this position. Only work related references should be given. One must be your present employer or previous employer if not currently employed. The other should be someone who knows you in a work related / or educational capacity e.g. supervisor or tutor, who is able to comment on your aptitude for the post.

Name:

Address:

Occupation:

Tel No:

Length of time known:

Name:

Address:

Occupation:

Tel No:

Length of time known:

If you are currently in employment are you willing for your present employer to be asked for a reference?

- if you are shortlisted for interview Yes No
- only if you are made an offer of appointment Yes No

12. CONVICTIONS (Before completing this section, please refer to Guidance Notes - Section 12)

Cumbria Probation Board is willing to consider applicants with a criminal record on their merits. Following the recruitment and selection procedure, an applicant for a post who is provisionally selected as the successful candidate will be required to apply for a Disclosure.

Have you ever been convicted of a criminal offence or do you have any criminal charges pending?

Please tick as appropriate

Yes No

IF YES, PLEASE SPECIFY BELOW THE DATE OF CONVICTION, COURT, NATURE OF OFFENCE AND SENTENCE IMPOSED. YOUR ATTENTION IS DRAWN TO THE FACT THAT THE PROBATION SERVICE IS EXEMPT FROM THE PROVISIONS OF SECTION 4(2) OF THE REHABILITATION OF OFFENDERS ACT 1974 BY VIRTUE OF THE REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS). This includes spent convictions, bind-over orders and cautions.

12. CONVICTIONS Continued...

13. CANVASSING

Are you to your knowledge related to any member of Cumbria Probation Board or Senior Officer of the Cumbria Probation Area?
(Give details as necessary)

14. DECLARATION

I confirm that to be best of my knowledge the details given on the application form are accurate.

I understand that false information could lead to disqualification of if appointed dismissal.

In accordance with the Data Protection Act (1998) I hereby authorise Cumbria Probation Service to include this data on my personal record and use this data along with other sensitive data for monitoring, processing and reporting purposes, if I am successful in my application for a post with the Service.

SignedDate.....

Please return this form to: The Human Resources Unit, National Probation Service, Cumbria Probation Area, Headquarters, Lime House, The Green, Wetheral, Carlisle, Cumbria CA4 8EW by the date stipulated in the advertisement.

Thank you for the interest you have shown in this post.

We welcome your completed application form. We will write to everyone who is selected for interview within four weeks of the closing date. If you have not heard from us by then please assume that we are unable to offer you an interview on this occasion.



EQUALITY AND DIVERSITY MONITORING

Name:		Post Reference:	
Post title:		Post advertised in:	

Gender (Please tick as appropriate)

Male Female Transgender Decline to answer

Ethnic origin (Please tick as appropriate)

<p>White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Traveller of Irish Heritage <input type="checkbox"/></p> <p>Gypsy/Roma <input type="checkbox"/></p> <p>Any Other White Background (please specify) <input type="checkbox"/></p> <p>.....</p>	<p>Mixed</p> <p>White & Black Caribbean <input type="checkbox"/></p> <p>White & Black African <input type="checkbox"/></p> <p>White & Asian <input type="checkbox"/></p> <p>Other Mixed Background (please specify) <input type="checkbox"/></p> <p>.....</p>
<p>Asian/Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any Other Asian Background (please specify) <input type="checkbox"/></p> <p>.....</p>	<p>Black/Black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any Other Black Background (please specify) <input type="checkbox"/></p> <p>.....</p>

Chinese or other ethnic group

Chinese

Decline to answer

Other (please specify)

Date of Birth:		Decline to answer:	
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Religion and belief (Please tick as appropriate)

Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>
Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
No Religion <input type="checkbox"/>	Other Religion <input type="checkbox"/>	Decline to answer <input type="checkbox"/>

Sexual Orientation (Please tick as appropriate)

Heterosexual (orientation towards people of the opposite gender)	<input type="checkbox"/>
Lesbian or Gay (orientation towards people of the same gender)	<input type="checkbox"/>
Bisexual (orientation towards people of the same and opposite gender)	<input type="checkbox"/>
Decline to answer	<input type="checkbox"/>