



Equal Opportunities and Diversity

Chattertons are committed to promoting equal opportunities and diversity in employment, in respect of our recruitment and selection procedures and in ensuring that all employees receive equal treatment in employment.

We seek to employ a workforce which reflects the diverse nature of our community and value the contribution of each individual regardless of sex, age, marital status, disability, sexual orientation, race, colour, religion, ethnic or national origin.

In order to promote diversity, monitor the effectiveness of our policies in accordance with our values, best practice, the relevant Codes of Practice and our legal obligations under the Solicitors Anti-Discrimination Rules 2004; we need to record the sex and ethnicity of all our current employees and applicants for employment. We would, therefore, be grateful if you could complete the details below in line with our commitment to promoting diversity.

FAILURE TO COMPLETE THE INFORMATION BELOW WILL RESULT IN THE FIRM NOT CONSIDERING YOUR APPLICATION.

Responses will be treated in the strictest confidence and will be held separately from individual employment records. The information you provide will form a confidential database, which will be used for statistical analysis only and help evaluate progress towards improvements in the Firm's Diversity Strategy.

The information will be held in compliance with the Data Protection principles as set out in the Data Protection Act 1998. Should you become an employee, we will seek periodic confirmation from you as to its accuracy.

What is your ethnic origin?

ETHNIC ORIGIN - WHITE

British – White

Irish – White

Other - White

ETHNIC ORIGIN – MIXED

White and Black Caribbean

White and Black African

White and Asian

Other Mixed

ETHNIC ORIGIN – ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Other Asian

ETHNIC ORIGIN – BLACK OR BLACK BRITISH

Black Caribbean

Black African

Other Black

ETHNIC ORIGIN – CHINESE OR OTHER ETHNIC GROUP

Chinese

Other – Please specify
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SEX

Male

Female

SEXUAL ORIENTATION

Lesbian or gay man

Heterosexual

Bisexual

Other – please specify
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RELIGION

Baha'i

Buddhist

Christian

Hindu

Jewish

Muslim

Parsi

Rastafarian

Sikh

No religion

Other – please specify

As an employer, Chattertons is committed to ensure people with disabilities are treated fairly and well, to enable them to carry out their role effectively.

Do you consider yourself to have a disability? Yes No

If 'Yes' please provide general details.

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Do you think you will require the Firm to make any reasonable adjustments to your work?
(you may wish to discuss this privately with us, if you wish)

Yes No

Are you registered disabled? Yes No

Data Protection Statement

Chattertons will process the personal information provided by you in the application form, and any other personal information provided by you now or in the future, in accordance with the Data Protection Act 1998, to assist us in considering your application for employment and, if you become an employee, for purposes relating to your employment.

For selection purposes, your personal information will be considered by our HR department and, where appropriate, a Partner of the Firm. However, none of the sensitive information, e.g. health or ethnicity will be provided to the Partner during the selection process (except where necessary to enable us to make arrangements for you to attend interviews). Any appointment will be subject to references.

Should your application for employment be unsuccessful your personal information will be held in our HR department for approximately 6 months. After this period your applications form and any associated documents will be disposed of in a confidential and responsible manner.

If your application is successful, all of your personal information (including sensitive information) provided on your application form, and any information provided by you now or in the future, may form part of your personal file and may be held on our HR database. Your personal information will be processed to assist in the service and administration of Chattertons' employment practices, e.g. payroll, pension, professional development reviews, equal opportunities, diversity and other monitoring. Your line manager may also have access to your personal information to assist in line management duties, e.g. Appraisals.

Should you leave Chattertons' employment, your personal information will be retained for a reasonable period of time in line with HR practice, including the purposes of providing references and dealing with queries in connection with your employment.

Declaration

I declare that to the best of my knowledge and belief all the statements and information given in this form are true and complete, and that I have not withheld any material fact. I understand that any appointment will be made on the basis that the information given on this form is true and correct. I understand that if I have failed to disclose any information, or have given incorrect information this may result in an offer of appointment being withdrawn, or in disciplinary action or dismissal at a later date.

I consent to Chattertons obtaining information or references from any present or previous employers, or any other company or institution which Chattertons considers appropriate. I also consent to those previous employers releasing information about my sickness absence while in their employment for the purpose of those references.

I have read and understood the Data Protection statement and consent to Chattertons processing my personal information as described in that section.

Signature:

Date: