



Independent member of ARAC

Candidate Information Pack

This form comprises of four sections to be completed.

- Section 1 - Nationality and Immigration Status
- Section 2 - Declaration of Interest
- Section 3 - Monitoring Information (completion of this section is not mandatory)
- Section 4 - Guaranteed Interview Scheme (GIS)

All information provided is strictly confidential and will only be seen by those involved in the recruitment process. It will be recorded and stored in accordance with the General Data Protection Regulation.



Section 1- Nationality and Immigration Status

Nationality at birth:
Present nationality:
Have you possessed any other nationality or citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:
Are you subject to immigration control? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:
Are you lawfully resident in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any restrictions on your continued residence in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:
Are there any restrictions on your continued freedom to undertake employment in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:

Section 2 - Declaration of Interest

Do you have any business or personal interests that might be relevant to the work of the Trade Remedies Authority and which could lead to a real or perceived conflict of interests were you to be appointed? Please select:

<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:

Any data relating to you will be treated in the strictest confidence. It will be held and processed in accordance with our [privacy notice](#). All data relating to unsuccessful



candidates will be securely retained for 12 months after which it will be destroyed. If you do not consent to your data being held for this period you must notify The People Team (at resourcing.enquiries@traderemedies.gov.uk) of this in writing with this application.

Signature:
Print name:
Date:

Please return by the deadline to resourcing.enquiries@traderemedies.gov.uk.

Section 3 - Monitoring Information

Trade Remedies Authority is committed to treating all applicants equally based on their merits regardless of age, disability, sex, gender reassignment, marital status, pregnancy, race, religion or sexual orientation. By completing this section of the application will assist us in monitoring our efforts towards achieving an inclusive and diverse workforce.

Equal Opportunities

What is your sex?

- Male Other Prefer not to say
- Female

Is your present gender you identify with different from your sex at birth?

- Yes No Prefer not to say



What is your sexual orientation?

- | | | |
|---------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Lesbian | <input type="checkbox"/> Bisexual | <input type="checkbox"/> Other |
| <input type="checkbox"/> Gay | | |

Are you married or in a civil partnership?

- | | | |
|---|--|--|
| <input type="checkbox"/> Married | <input type="checkbox"/> In a registered civil partnership | <input type="checkbox"/> Never married and never registered in a civil partnership |
| <input type="checkbox"/> Separated, but legally married, or in a registered civil partnership | <input type="checkbox"/> Divorced or formally in a registered civil partnership which is now dissolved | <input type="checkbox"/> Prefer not to say |

Age:

- | | | |
|--------------------------------|--------------------------------|--|
| <input type="checkbox"/> 16-24 | <input type="checkbox"/> 45-54 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 55-64 | |
| <input type="checkbox"/> 35-44 | <input type="checkbox"/> 65+ | |



What is your ethnic background?

White:

- English
- Welsh
- Scottish
- Irish
- Northern Irish
- Gypsy/Irish Traveller
- Any other white background

Mixed

- White and Asian
- White and Black African
- White and Black
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black or Black British

- African
- Caribbean
- Any other Black background

Other ethnic group

- Arab
- Any other ethnic background

- Prefer not to say**



Do you consider yourself to be disabled?

Section 6(1) of the Equality Act 2010 states that a person has a disability if: That person has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

- Yes No Prefer not to say

What are your religious beliefs?

- Buddhist Jewish Other religion
 Christian Muslim No religion
 Hindu Sikh Prefer not to say

Do you have caring responsibilities?

- Primary carer of a child or children (under 18) Primary carer of older person (65 and above)
 Primary carer of disabled child or children (under 18) Secondary carer
 Primary carer of disabled adult (18 and above) None
 Prefer not to say



Section 5 – Guaranteed Interview Scheme (GIS)

As a Disability Confident Leader, Trade Remedies Authority offers a guaranteed interview scheme for people with disabilities (as defined in the Equality Act 2010 (EA) and The Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004). If you apply under this scheme you must demonstrate in your application for employment that you meet the minimum criteria for the role. You will then be invited to the first stage interview for the position.

Where high numbers of applications are received, the candidates that best meet the minimum criteria for the role may only be invited to interview.

I consider myself to have a disability as defined above and want to apply under the guaranteed interview scheme.

I consider myself to have a disability as defined under the Equality Act (2010) and want to apply under the GIS scheme (please select/highlight as required):

Yes

No

Reasonable adjustments or assistance during the recruitment process

To ensure we do not create any barriers in our recruitment process and to help us implement our equal opportunities policy effectively, please let us know if you would like us to provide any particular assistance or if require any reasonable adjustments for any part of our application and selection process, such as:

Induction Loop

Someone with you at the interview (e.g. speech facilitator):

Car parking:

Assistance in and out of a vehicle:

Accessible toilet facilities:

Wheelchair access:



Other (please specify):

If you have equipment of your own which you would like to bring as a reasonable adjustment either at the interview or in an assessment, please give details below:

Other assistance or reasonable adjustments (please specify):

If you have equipment of your own which you would like to bring to help you to compete on equal terms either at the interview or in an assessment, please give details below:

Declaration

- I declare that the information given in this section is correct
- I understand that, if appointed, any false information later revealed may invalidate any subsequent contract of employment
- I understand that a false declaration under the GIS to obtain a guaranteed interview, which results in employment, may invalidate any subsequent contract of employment.

Signature:

Print name:

Date:



(End of form)