



CEATA by Canal Engineering Ltd  
Lenton Lane, Nottingham,  
NG7 2PQ  
0115 986 6321  
07585 981 503

## Training Academy Application Form Disclaimer

Canal Engineering Ltd and its subsidiary CEATA are committed to developing a culture where current and potential students and/or employees are given equal opportunities, fairness of treatment, free from all forms of discrimination or harassment, and in which all decisions are based on merit.

As per our Equal Opportunities policy, the selection of students chosen to attend our courses will be picked only on their merits, potential and abilities; regardless of their race, gender, colour, nationality, ethnic or national origin, age, disability, religious or political beliefs, sexual orientation or any other irrelevant distinction ('protected characteristics' as defined by the Equalities Act 2010).

We seek to ensure that no-one is disadvantaged by application of a rule, condition or requirement which cannot be justified in job related terms or as a requirement of the law.

We welcome applications from all sections of the community and encourage a diverse range of students on our courses but to allow us to put this policy into practise, we require you to complete the details below and return this with your application.

Your details will be detached on receipt and will not be used in any part of the shortlisting or selection process, other than if you were to provide an indication that at interview or during the course we may need to make reasonable adjustments for you. In addition to this, where we have been made aware of any unspent convictions, we may need to ask for more information before a decision can be reached.

### 1. Disability Discrimination

The legislation relating to disability is contained within the Equality Act 2010. Within the Act a disability is defined as:

*"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out their normal day to day activities."*

As part of the application and selection process, we are committed to providing reasonable appropriate adjustments for any potential students who declare to us they have a disability (e.g. Wheelchair Access).

We also collect this data to ensure our courses are reaching disabled applicants for equality monitoring.

### 2. Criminal Conviction

To help the Academy reduce the risk of harm or injury to their students or employees caused by the criminal behaviour of other students, they must be made aware of any relevant criminal convictions that an applicant may have.

If you have a relevant criminal conviction, please tick the relevant box.



CEATA by Canal Engineering Ltd  
Lenton Lane, Nottingham,  
NG7 2PQ  
0115 986 6321  
07585 981 503

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act [1974]) are not considered to be relevant and need not be disclosed except in the circumstances set out below.

**You will be asked if either of the following statements apply to you:**

- You have a relevant criminal conviction that is not spent – you do not need to declare spent convictions.
- You are serving a prison sentence for a relevant criminal conviction

If either or both of the statements above apply to you, you will be treated fairly by the Academy and will not be automatically excluded from the application process. However, we may need to consider the application further or ask for more information before making a decision.

### 3. Applicant's Consent

By submitting or signing the application form, you confirm that you agree to Canal Engineering Ltd & CEATA recording, processing and holding sensitive data about you on file and understand your personal information may be shared with other partner organisations where necessary.