**Equal Opportunities Monitoring Form**

OnFife will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring applications and internal selection processes. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor throughout all steps of our processes.

All information will be treated in confidence. The questionnaire will be stored and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same whether they provide this information. Thank you for your assistance.

|  |  |
| --- | --- |
| Post title: |   |
| **Location:** |   |
| **Full name:** |  |
| **1. Gender assigned at birth** |
| Male | Female |  Prefer not to say |
| **2. Which of the following best reflects how you would describe your gender identity?** |
| Male | Female | In another way |
| If you would like to, please say how you describe your gender identity |   |
| Prefer not to say |  Other |
| **3. Does your gender identity align with the gender assigned to you at birth?** |
| Yes | No | Prefer not to say |
| **4. Age** |  | Prefer not to say |
| **5. Marital status** |
| Married or in a civil partnership | Single |
| Other |  Prefer not to say |
| **6. What is your sexual orientation?** |
| Bi/bisexual |  Gay/lesbian |
| Heterosexual/straight |  Other term |
| Prefer not to say |   |
| **7. Do you have any disabilities?**This information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the selection process or as part of your employment, please discuss this with the recruiting manager. |
| **8. Ethnic origin**(Relates to a sense of identity/belonging based on race/culture, not place of birth or citizenship.)I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): |
| **A White:** |
| British  | English | Scottish |
| Welsh | Northern Irish | Irish |
| Gypsy or Irish Traveller | Prefer not to say | Other White background, please specify: |
| **B Mixed/Multiple ethnic groups:** |
| White and Black Caribbean | White and Black African | White and Asian |
| Prefer not to say | Other Mixed/Multiple ethnic background, please specify: |
| **C Asian, Asian British:** |
| Indian | Pakistani | Bangladeshi |
| Chinese | Prefer not to say | Other Asian background, please specify: |
| **D Black, African, Caribbean, Black British:** |
| African |  Caribbean |
| Prefer not to say |  Other Black, African, Caribbean background, please specify: |
| **E Other ethnic group:** |
| Arab | Prefer not to say |
| Other ethnic group, please specify: |   |
| **9. Religion or belief** |
| Buddhist | Jewish | Christian |
| Muslim | Hindu |  Sikh |
| Prefer not to say |  Other, please specify: |
| **Declaration** |
| **Data protection:** OnFife treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the organisation in accordance with our [data protection policy](http://www.xperthr.co.uk/policies-and-documents/data-protection-policy/162690/).We will share the personal information you provide with our third party (Square Peg HR) who act for us for the purposes of recruitment, obtaining references, to perform pre-employment checks, insights or any other purpose set out in our Privacy Policy. Please note that pre-employment screening and references will only be requested once a conditional offer of employment has been made. I hereby give my consent to OnFife processing the data supplied in this form for the purpose of equal opportunities monitoring in process and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same whether I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the HR Advisor. |
| **Signature:** |   | **Date:** |  |