|  |
| --- |
| **Equal Opportunity Recruitment Monitoring Form** |

|  |  |
| --- | --- |
| Job Ref: |  |

In accordance with SCLD’s Equality and Diversity Policy we are monitoring job applications to ensure that we provide equal opportunities to any job applicant and make sure that discrimination does not occur because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

So that we can assess the success of this policy, we have set up a system of monitoring all job applications. We would be grateful, therefore, if you would complete the questions on this monitoring form and return it with your application form. We have asked for your name in order to enable us to monitor applications at the shortlisting and appointment stage.

All information supplied will be treated in confidence and will not be seen by staff directly involved in the appointment. The monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Thank you for your help.

### Confidential

|  |  |
| --- | --- |
| **1. Gender Assigned at Birth** | Male  Prefer Not to Say  Female |

|  |  |
| --- | --- |
| **2. Which of the Following Best Reflects Gender Identity** | Male  In Another Way  Female  Prefer Not to Say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Does Gender Align with Gender Assigned at Birth** | Yes  Prefer Not to Say  No | | | |
|  | | | | |
| **4. Preferred Title** | Miss  Ms | Mr  Dr | Mrs  Other: | |
| **F****ull Name** |  | | | |
|  | | | | |
| **5. Marital Status** | Married  Divorced | Single  Widowed | Separated  Other: | Civil Partner |

|  |  |
| --- | --- |
| **6. Ethnic Origin** | **White**  Scottish  Other British  Irish  Gypsy Traveller  Polish  Any other White Ethnic group, please describe |
| **Mixed or Multiple ethnic groups** |
| **Asian, Asian Scottish or Asian British**  Pakistani, Pakistani Scottish or Pakistani British  Indian, Indian Scottish or Indian British  Bangladeshi, Bangladeshi Scottish or Bangladeshi British  Chinese, Chinese Scottish or Chinese British  Any other Asian, please describe |
| **African**  African, African Scottish or African British  Any other African, please describe |
|  | **Caribbean of Black**  Caribbean, Caribbean Scottish or Caribbean British  Black, Black Scottish or Black British  Any other Caribbean or Black, please describe |
|  | **Other ethnic group**  Arab, Arab Scottish or Arab British  Any other ethnic group, please describe |

|  |  |  |  |
| --- | --- | --- | --- |
| **7. Religion or Belief** | No Religion or Belief  Buddhist  Christian | Hindu  Jewish  Muslim | Sikh  Prefer Not to Say  Other – Please Specify |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8. Disability** | Do you consider yourself to be disabled under the Equality Act 2010?  (The Disability Discrimination Act (1995) – still in force under the Equality Act 2010 - defines disability as “a physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day to day activities.) | | | | Yes  No |
|  | If yes, what is the nature of your disability? *(optional)* | |  | | |
|  | | | | | |
| **9. Age Range** | 16 - 24  45 - 54 | 25 - 34  55 - 64 | | 35 - 44  65+ | |

|  |  |  |
| --- | --- | --- |
| **10. Sexual Orientation** | Bisexual  Gay/Lesbian | Heterosexual/Straight  Prefer Not to Say |

Data Protection

The Company treats data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy. Please see SCLD’s job applicant privacy notice.

I consent to the Company processing the data supplied in this form for the purposes of equal opportunities monitoring in recruitment and selection. I understand I may withdraw my consent to the processing of this data at any time by notifying Libby Clement at SCLD [libby.c@scld.co.uk](mailto:libby.c@scld.co.uk)

|  |  |
| --- | --- |
| Applicant’s Name: | Date: |