Equal opportunities monitoring form

This form will **not** be used during the short listing process but will be used separately and for the purpose of recruitment monitoring and provision of statistical data. All information supplied will be treated in the strictest confidence and protected from misuse.

|  |
| --- |
| **Full Name:** |
| **Post applied for:** | **Location of post:** |
| **Job reference:** |  |

**How did you find out about this vacancy?**

Website Newspaper Agency Job centre

Word of mouth Other

Please specify …………………………………………………….

Please specify …………………………………………………….

Please specify …………………………………………………….

Please specify …………………………………………………….

**Please tick the appropriate boxes**

|  |  |
| --- | --- |
| **Sex** | Female Male Prefer not to sayOther Please specify ……………………………………………………………………. |
| **Have you ever identified as****transgender?** | Yes | No | Prefer not to say |
| **Age** | 16 – 24 25 – 29 30 – 34 35 – 3940 – 44 45 – 49 50 – 54 55 – 5960 – 64 65 – 69 70 – 74 75+ |
| **Sexual orientation** | Bisexual Gay man Lesbian/gay womanHeterosexual/straight Prefer not to say |
| **Hours** | Full time Part-time Prefer not to sayOther Please specify …………………………………………………………………….. |

**Do you consider yourself to have a disability?**

Yes No Prefer not to say

A disability is an impairment that has (or is likely to have) a substantial (more than minor), adverse, long- term (more than a year) effect on the ability to carry out normal day-to-day activities.

What is the effect or impact of your disability on your ability to give your best at work? …………………….

……………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

**The information in this form is for monitoring purposes only. If you believe you require a**

**‘reasonable adjustment’ at interview or during employment, please discuss this with the recruiting manager or with HR.**

**Ethnicity**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

**Asian / Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Other Asian background please specify ……………………………………………

**Mixed / multiple ethnicity**

White and black Caribbean

White and black African

White and Asian

Other Mixed background please specify ……………………………………………

**Black / African / Caribbean / Black British**

Caribbean

African

Somali

Other Black background please specify ……………………………………………

**White**

British

English

Welsh

Scottish

Northern Irish

Irish

Gypsy or Irish Traveller

Other white background

please specify ……………………………………………

**Other**

Any other ethnic or national group please specify ……………………………………………

Prefer not to say

**Note: It is not compulsory for you to answer the above questions. However, we would stress that it is a criminal offence under the legislation for a person to “give false information in connection with the preparation of a monitoring return”.**