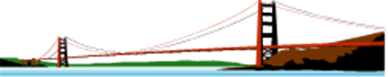
EXPRESS GROUP FIFE 

EQUAL OPPORTUNITY MONITORING FORM

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Request for Information from Applicants** | | | | | | | | |
| **Express Group Fife,** in accordance with its policy on equal opportunities, confirms its commitment to a comprehensive policy on Equal Opportunities in employment in which individuals are selected and treated on the basis of their relative merits and abilities and are given Equal Opportunities within the Organisation.  The aim of this policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practices. The Organisation is committed to a programme of action to make this policy fully effective.  To enable the Organisation to pursue this policy effectively and to meet other legal requirements, it is necessary to monitor applicants and appointees to Organisation posts. To ensure that we have the most accurate information for this purpose it is important that all applicants complete the questionnaire below.  Please ensure that you return this form with your application.  Responses will be treated in the strictest confidence and will be separated from your application on receipt to ensure that this information is not used as part of the recruitment procedure.  The information collated will form a confidential database, which will be used in statistical analysis only.  The details of successful candidates will be recorded on our HR and Payroll system to use in statistical analysis of employee data. | | | | | | | | |
|  | | | | | | | | |
| POST APPLIED FOR: | | | | | | | | |
| POST REFERENCE NUMBER: | | | | | | | | |
| Have you been employed by this organisation before?:  If yes, please give approximate dates: From: To: | | | | | | | | |
| Date of Birth: | | | | | UK Postcode: | | | |
| Nationality: | | | | | | | | |
| Male |  | Female |  | Other | |  | Prefer not to say |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ethnic Origin** | | | | | | | |
| **Asian or Asian British** |  | | | | **Mixed** |  | |
| Indian |  | | | | White and Black Caribbean |  | |
| Pakistani |  | | | | White and Black African |  | |
| Bangladeshi |  | | | | White and Asian |  | |
| Any other Asian background |  | | | | Any other mixed background |  | |
| **Black or Black British** |  | | | | **White** |  | |
| Caribbean |  | | | | White British |  | |
| African |  | | | | White Irish |  | |
| Any other Black background |  | | | | Any other white background |  | |
| **Chinese** |  | | | | **Any Other Ethnicity** |  | |
| Chinese |  | | | | Please give details: | | |
|  | | | | | | | |
| **Disabled Persons** | | | | | | | |
| A disability or health problem does not preclude full consideration for the job, and applications from people with disabilities are welcomed.  Do you consider yourself to have a disability?:  If yes, please tick the box alongside any of the statements below that you feel apply to yourself: | | | | | | | |
| I am a person with dyslexia | |  | I am a mental health system user | | | |  |
| I am blind / visually impaired person | |  | I am a deaf / hearing impaired person | | | |  |
| I need personal assistance / support | |  | I am a person with learning difficulties | | | |  |
| I am a wheelchair user / have a mobility impairment | |  | I have an unseen disability (e.g. diabetes, epilepsy, asthma) | | | |  |
| I have a disability not listed above | |  | Details: | | | | |
|  | | | | | | | |
| **Advertising** | | | | | | | |
| To enable us to assess the effectiveness of our advertising, please tick below to indicate where you first learnt of this vacancy: | | | | | | | |
| Express Group Fife Facebook | |  | | Other – please specify | | | |
| Express Group Fife website | |  | |