

## **Equal Opportunities Monitoring Form**

It is important to us to treat everyone fairly and to provide a working environment free from discrimination and harassment. We welcome and promote diversity among our colleagues and we are committed to a policy of equal opportunity in all aspects of our business.

All job applicants will be treated fairly and judged solely on their merits. We strive to maintain a recruitment process that is open, honest and fair. Our recruitment decisions will only be based on objective criteria such as the individual's skills, qualifications, experience and other competencies relevant to the job.

### **If you have a disability**

We aim to keep our workplace and career opportunities accessible to people with disabilities. If you have a disability that may affect your ability to perform in a role in which you are interested, we will be happy to discuss with you what adjustments or arrangements we can make to accommodate your needs.

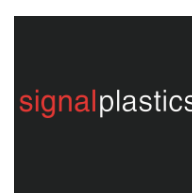
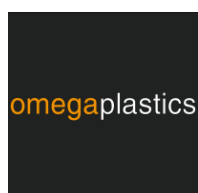
If your disability is likely to affect you adversely within the application process itself, please let us know (as soon as you feel comfortable to do so) so that we can consider whether we can make any adjustments to the process that will allow you to be considered fairly for the role.

We are committed to ensuring that all job applicants and colleagues are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

**All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. The monitoring form will not be placed on your personnel file.**

Thank you for your assistance.



**ABOUT THE VACANCY**

Please state which job you have applied for and the closing date given for applications.

|                                |       |
|--------------------------------|-------|
| Job applied for:               | ..... |
| Closing date for applications: | ..... |

Where did you hear about this job (please tick)?

|                               |  |                           |  |                            |  |
|-------------------------------|--|---------------------------|--|----------------------------|--|
| Newspaper<br>(please specify) |  | Friend                    |  | Recruitment<br>company     |  |
| .....                         |  |                           |  |                            |  |
| Company<br>website            |  | Other (please<br>specify) |  | From a current<br>employee |  |
|                               |  | .....                     |  |                            |  |

**GENDER**

With which gender do you identify (please state below)?

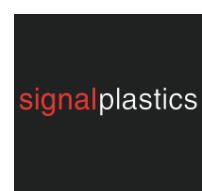
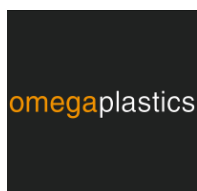
|                   |  |
|-------------------|--|
| Male              |  |
| Female            |  |
| Prefer not to say |  |

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

**GENDER IDENTITY**

Do you identify as transgender/transsexual?

|                   |  |
|-------------------|--|
| Yes               |  |
| No                |  |
| Prefer not to say |  |



**ETHNIC GROUP**

How would you describe your nationality and/or ethnicity (please tick)?

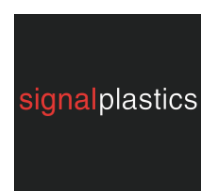
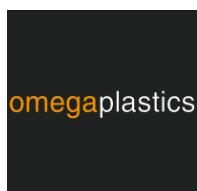
|                                      |  |                                |  |  |  |
|--------------------------------------|--|--------------------------------|--|--|--|
| <b>A</b><br><b>White:</b>            |  | <b>B</b><br><b>Mixed race:</b> |  | <b>C</b><br><b>Asian or Asian British:</b> |  |
| British - English, Scottish or Welsh |  | White and Black Caribbean      |  | Indian                                     |  |
| Irish                                |  | White and Black African        |  | Pakistani                                  |  |
| Other White background               |  | White and Asian                |  | Bangladeshi                                |  |
|                                      |  | Other Mixed background         |  | Other Asian background                     |  |

|  |  |  |  |                   |  |
|--|--|--|--|-------------------|--|
| <b>D</b><br><b>Black or Black British:</b> |  | <b>E</b><br><b>Chinese and other groups:</b> |  |                   |  |
| Caribbean                                  |  | Chinese                                      |  | Prefer not to say |  |
| African                                    |  | Other ethnic group                           |  |                   |  |
| Other Black background                     |  |  |  |                   |  |

**AGE**

What is your age (please tick)?

|       |  |       |  |       |  |       |  |                   |  |
|-------|--|-------|--|-------|--|-------|--|-------------------|--|
| 16-17 |  | 18-21 |  | 22-30 |  | 31-40 |  | 41-50             |  |
| 51-60 |  | 61-65 |  | 66-70 |  | 71+   |  | Prefer not to say |  |



**SEXUAL ORIENTATION**

How would you describe your sexual orientation (please tick)?

|                         |                          |                     |                          |                      |                          |
|-------------------------|--------------------------|---------------------|--------------------------|----------------------|--------------------------|
| Heterosexual / straight | <input type="checkbox"/> | Bisexual            | <input type="checkbox"/> | Prefer not to say    | <input type="checkbox"/> |
| Gay man                 | <input type="checkbox"/> | Gay woman / lesbian | <input type="checkbox"/> | Other (please state) | <input type="checkbox"/> |

Are you open about your sexual orientation?

|                   | Yes                      | Partially                | No                       |
|-------------------|--------------------------|--------------------------|--------------------------|
| At home           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| With colleagues   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| With your manager | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| At work generally | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**RELIGION OR BELIEF**

Please describe your religion or other strongly-held belief.

|  |                          |
|--|--------------------------|
| I would describe my religion or belief as: | .....                    |
| I have no particular religion or belief    | <input type="checkbox"/> |
| Prefer not to say                          | <input type="checkbox"/> |

**DISABILITY**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

|  |                          |            |                          |
|--|--------------------------|------------|--------------------------|
| Yes  | <input type="checkbox"/> | No         | <input type="checkbox"/> |
| Used to have a disability but have now recovered | <input type="checkbox"/> | Don't know | <input type="checkbox"/> |
| Prefer not to say                                | <input type="checkbox"/> |            | <input type="checkbox"/> |

