Equal Opportunities  
Recruitment Monitoring Form

The Trust is committed to a policy of equality of opportunity and aims to provide a working and learning environment, which is free from unfair discrimination, enabling staff and students to fulfil their personal potential. The Trust aims to ensure that no individual is unjustifiably discriminated against on the basis of gender or marital status, race, ethnic or national origin, disability, religious beliefs, sexual orientation, age, family circumstance or other irrelevant distinction.

Data Protection Act 1998: The information is requested to enable the Trust to monitor its employment decisions and meet statutory obligations, which is within the scope of the Act.

In order to monitor the effectiveness of our policies and procedures and how well we meet our legal requirements, all applicants are requested to complete this form. The information you provide will be treated as **STRICTLY CONFIDENTIAL** and will be used only for **EQUAL OPPORTUNITIES** monitoring purposes. It will not be taken into consideration for short listing or interviewing purposes. If you are appointed the information will then be transferred to your personnel record to enable the Trust to meet its monitoring requirements. The information will not be considered relevant or disclosed in consideration for salary progression, promotion or training and development.

**Please complete in block capitals and tick the boxes which most closely relate to you.**

|  |  |
| --- | --- |
| Date of application |  |
| Position applied for |  |
| Which organisation are you applying to? |  |

# Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname and Preferred Title |  | | | |
| Forename(s) |  | | | |
| Date of Birth |  | | | |
| Age |  | | | |
| Gender | Male | Female | Transgender | Prefer not to say |

# Ethnic Origin & Nationality

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asian or Asian British | Black or Black British | Chinese | Mixed Heritage | White |
| Bangladeshi | African | Chinese | White and Asian | British |
| Indian | Caribbean |  | White and Black African | Irish |
| Pakistani |  |  | White and Caribbean |  |
| Other  Please Specify:  …………………………. | Other  Please Specify:  …………………………. | Other  Please Specify:  …………………………. | Other  Please Specify:  …………………………. | Other  Please Specify:  …………………………. |
| Prefer not to say |  | | | |

|  |  |
| --- | --- |
| Nationality |  |

# Disability

The Trust welcomes applications from people with disabilities and aims to be supportive in their employment. We will be pleased to consider any requirements, reasonable resources or facilities when applying to or working for the Trust.

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability, within the meaning of the Equality Act 2010? | YES | NO |
| If yes, please provide your RDP number and date of expiry | RDP: | Expiry: |

Under the Disability Discrimination Act (DDA) a disability is defined as a physical, sensory or mental impairment which has, or had, a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.

Please indicate on the application form, if one is provided for this post, or separately, details of any specific needs you may have in taking up the post for which you are applying.

# Marital Status

It is unlawful to discriminate against persons in employment. Although marital status is not defined within the Sex Discrimination Act, the Trust has been advised to collect and analyse data on marital status as a check to ensure that it is operating within the law.

|  |  |  |  |
| --- | --- | --- | --- |
| Your marital status | Married | Civil Partnership | Not married\* |

\*Not married includes single, widowed and divorced.

# Carers and Single Parents

This section assists the Trust in monitoring whether carers and single parents are treated no less favourably.

|  |  |  |  |
| --- | --- | --- | --- |
| Are you living with | Your partner | Dependent child/children | Other dependents |

# Sexual Orientation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sexual orientation | Bisexual | Gay Man | Gay Woman | Heterosexual |
| Other | | Prefer not to say | |

# Religious Beliefs

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Religious beliefs | Buddhist | Christian | Hindu | Jewish | Muslim | Sikh |
| Other | | | Prefer not to say | | |

# Sign and Date

**Thank you for your help in completing this form. Please sign and date below and return it with your application.**

Signed……………………………………………………………… Date…………………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| Office use only | Shortlisted | Interviewed | Appointed |