**Recruitment Monitoring Form**

**Strictly Confidential**

The John Bentley School is committed to ensuring that job applicants are treated fairly and consistently and that no one is disadvantaged or discriminated against.

Information collected via recruitment monitoring helps us fulfil this commitment and assists greatly in the development and evaluation of employment policy.

Information you provide will be treated in strict confidence and will not be seen by anyone involved in the selection process.

**Person / Role Details**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Job Title:** |  |
| **Location:** | The John Bentley School |

**Equal Opportunities**

As part of our equal opportunities policy we request that you complete the following information. This information is for monitoring purposes only. All information will be treated as confidential and will not be used when shortlisting or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please indicate your Ethnic Origin:** | | | | |
|  | Asian or Asian British - Bangladeshi | |  | Asian or Asian British - Chinese |
|  | Asian or Asian British - Indian | |  | Asian or Asian British - Other |
|  | Asian or Asian British - Pakistani | |  | Black or Black British - African |
|  | Asian or Asian British - Caribbean | |  | Black or Black British - Other |
|  | Mixed - Other | |  | |
|  | Mixed Ethnic - White & Black African | |
|  | Other Ethnic Origin - Arab | |
|  | White - Welsh/English/Scottish/N.Ireland | |
|  | White - Other | |
| **Other Ethnic Group:**  *(Please State)* | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please indicate your Religion/Belief:** | | | | |
|  | Buddhist | |  | Christian |
|  | Hindu | |  | Jewish |
|  | Muslim | |  | Sikh |
|  | None | |  | Prefer not to say |
| **Other Religion/Belief:** *(Please State)* | |  | | |

|  |  |
| --- | --- |
| **Please provide your Date of Birth:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please indicate your Sexual Orientation:** | | | |
|  | Bisexual |  | Gay Man |
|  | Heterosexual |  | Lesbian / Gay Woman |
|  | Prefer not to say |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please indicate your Gender:** | | | |
|  | Male |  | Female |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Disability** | | | | | | | |
|  | | | | | | | |
| The Disability Discrimination Act (2010) defines a disabled person as someone with a ‘physical or mental impairment which has substantial and long-term adverse effect on his/her ability to carry out normal day to day activities’. | | | | | | | |
|  | | | | | | | |
| **Do you consider yourself to have such disability?** | | | | | | | |
|  | | Yes | |  | | No | |
|  | | | | | | | |
| **Please indicate what type of disability you have:** | | | | | | | |
|  | Do not wish to specify | | | |  | | Hearing Impairment |
|  | Learning Difficulties | | | |  | | Learning Disability |
|  | Long Standing Illness / Health Condition | | | |  | | Mental Health Condition |
|  | Mental Illness | | | |  | | Mobility Impairment |
|  | Physical Impairment | | | |  | | Physical Co-Ordination Difficulties |
|  | Sensory Impairment | | | |  | | Reduced Physical Capacity |
|  | Visual Impairment  (Not corrected by spectacles or contact lenses) | | | |  | | Speech Impairment |
|  | | Neurological Condition |
| **Other Disability:**  *(Please State)* | | |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Advertising** | | | | |
|  | | | | |
| **Where did you first hear about / see this vacancy?** | | | | |
|  | The John Bentley School Website | |  | Local Shop Window |
|  | Eteach | |  | Shout Out: Calne / Chippenham |
|  | Indeed Job Search | |  | TES Online |
|  | Job Centre Plus | |  | Wiltshire Council Website |
|  | Local Newspaper | |  | Word of Mouth |
| **Other:**  *(Please State)* | |  | | |

This information will be treated as confidential and will be separated from your application on receipt and before consideration of candidates takes place. This form may be held and processed in accordance with the terms of the Data Protection Act (1998). It will be treated in a secure and confidential manner.

Please return this completed form along with your application form / letter of application to

**Becky Taylor - HR / PR Administrator** via email at [**rta@johnbentleyschool.com**](mailto:rta@johnbentleyschool.com)**.**

**Thank you**