

# Additional information for Recruitment / Monitoring of Job Applications

*Carmel College is committed to Equality of Opportunity. Applications are welcome from people of all backgrounds, regardless of gender, gender identity, marital status, age, ethnic origin, nationality, religion or belief, disability or sexual orientation as well as marital or civil partnership status and pregnancy or maternity.*

## **THE COMPLETION OF THIS EQUALITY ASSURANCE MONITORING FORM IS ENTIRELY OPTIONAL.**

We do however ask that you support us, in respect of the monitoring of equality assurance in connection with our recruitment and selection procedures, by the completion and return of this form. The information on this form will be treated in the strictest confidence and will only be processed in accordance with Data Protection principles. The results will be used to produce statistics about recruitment and selection and equality assurance, or to identify where reasonable adjustments might be made and will not form part of the selection process. The data will enable the College to consider any appropriate positive action initiatives designed to raise the visibility of vacancies amongst all sections of the community.

**Name:**

**Post of:**

### **Age Range**

- ☐ Below 26   ☐ 26 to 35   ☐ 36 to 46   ☐ 47 to 55   ☐ 56 to 65   ☐ 66 and above  
☐ Prefer not to say

### **Disability**

**Do you consider yourself to have a disability or a long-term health condition?**

- ☐ Yes   ☐ No   ☐ Prefer not to say

**If you have answered yes, please indicate the type of impairment which applies to you. If your experience more than one type of impairment, please tick all the types that apply. If your disability does not fit any of these types, please mark other and specify.**

- |   |  |
|---|--|
| <input type="checkbox"/> Mental Health Difficulty | <input type="checkbox"/> Medical condition (such as HIV, cancer, epilepsy) |
| <input type="checkbox"/> Physical Impairment      | <input type="checkbox"/> Specific learning difficulty (such as dyslexia)   |
| <input type="checkbox"/> Sensory Impairment       | <input type="checkbox"/> Prefer not to say                                 |
| <input type="checkbox"/> Other (please specify)   |  |

### **Gender**

- ☐ Male   ☐ Female   ☐ Prefer not to say

### **Gender Identity**

**At birth, were you described as**

- ☐ Male   ☐ Female   ☐ Intersex   ☐ Prefer not to say

**Which of the following describes how you think of yourself?**

- ☐ Male   ☐ Female   ☐ In another way   ☐ Prefer not to say

### **Marriage and Civil Partnership**

- ☐ Married   ☐ Single   ☐ Civil Partnership   ☐ Prefer not to say

## **Pregnancy and Maternity**

### **In the past year have you taken any of the following?**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Maternity Leave | <input type="checkbox"/> Additional Paternity Leave (ie more than 2 weeks) | <input type="checkbox"/> Adoption Leave |
| <input type="checkbox"/> Not applicable  | <input type="checkbox"/> Prefer not to say                                 |   |

## **Race**

### **I would describe myself as:**

- |  |  |  |  |
|--|--|--|--|
| Asian or Asian British                   | Black or Black British                   | Mixed  | White                                      |
| <input type="checkbox"/> Bangladeshi     | <input type="checkbox"/> African         | <input type="checkbox"/> White & Asian         | <input type="checkbox"/> White - British   |
| <input type="checkbox"/> Indian          | <input type="checkbox"/> Caribbean       | <input type="checkbox"/> White & Black African | <input type="checkbox"/> White - Irish     |
| <input type="checkbox"/> Pakistani       | <input type="checkbox"/> Any other Black | <input type="checkbox"/> White & Black         | <input type="checkbox"/> White – any other |
| <input type="checkbox"/> Any other Asian | Background                               | Caribbean                                      | <input type="checkbox"/> White – other     |
| Background                               | <input type="checkbox"/> Chinese         | <input type="checkbox"/> Any other mixed       | European                                   |
|  |  | background                                     | <input type="checkbox"/> Prefer not to say |
|  |  |  | <input type="checkbox"/> Not known         |

- ☐ Any other (please specify)

## **Religion & Belief**

*\*Carmel College welcomes staff of all faiths and appointments will be made in respect of people's abilities in terms of their qualifications, knowledge, experience, skills and personal qualities. \*However, the holders of the posts of Principal, Deputy Principal, Head of R.E. and Chaplain will be required to be 'committed and practising Roman Catholics'. It is considered that holders of these posts would be unable to carry out the functions of those jobs effectively in a Catholic sixth form college if they are not Catholics, and it is therefore a genuine occupational requirement.*

- |   |                                 |   |  |  |
|---|---------------------------------|---|--|--|
| <input type="checkbox"/> Baptist                | <input type="checkbox"/> C of E | <input type="checkbox"/> Methodist      | <input type="checkbox"/> Sikh          | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Buddhist               | <input type="checkbox"/> Hindu  | <input type="checkbox"/> Muslim         | <input type="checkbox"/> United Reform |  |
| <input type="checkbox"/> Christian              | <input type="checkbox"/> Jewish | <input type="checkbox"/> Roman Catholic | <input type="checkbox"/> None          |  |
| <input type="checkbox"/> Other (please specify) |                                 |   |  |  |

## **Sexual Orientation**

### **Which of the following best describes how you think of yourself?**

- |  |                                  |  |                                       |                                |
|--|----------------------------------|--|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Bisexual          | <input type="checkbox"/> Gay Man | <input type="checkbox"/> Gay Woman / Lesbian | <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Other |
| <input type="checkbox"/> Prefer not to say |                                  |  |                                       |                                |

## **Policy Statement**

The Governing Body will endeavour to recruit staff of the highest calibre in order that the Mission Statement and the aims of the College are achieved. The Recruitment and Selection Policy is based on the principles of equality of opportunity and the fair and open treatment of individuals. The Governing Body welcomes applications from all backgrounds\*. The Recruitment and Selection Policy should be read in conjunction with the College's Equal Opportunities Policy.

