

**Application for Employment - Equal Opportunity Monitoring Form**

**The Southfield Grange Trust** wants to meet the aims and commitments set out in its Equality Policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We would be grateful if you would complete this form and return it with your job application. You are not obliged to answer all the questions, but the more information you supply, the more effective our statistics for equality and recruitment monitoring will be. All information supplied will be treated in the strictest confidence and will not be shared with the recruitment panel. Thank you for your assistance.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name / Department name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advertising effectiveness.** We recognise that you may have learnt about this vacancy through various sources but we want to know how you got the details of this vacancy. Please stipulate below the name of which publication (newspaper/magazine), media or website you saw the job advertisement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please tick ✓ as appropriate***

**GENDER** Male 🗆 Female 🗆 Prefer not to say 🗆

**STATUS** 🗆 Single

🗆 Married/in a registered same-sex civil partnership

🗆 Separated, but still legally married/in a registered same-sex civil partnership

🗆 Divorced/formerly in a same-sex civil partnership which is now legally dissolved

🗆 Widowed/Surviving partner from a same-sex civil partnership

🗆 Prefer not to say

**AGE** 16-17🗆 18-21 🗆 22-30 🗆 31-40🗆 41-50 🗆

51-60 🗆 61-65 🗆 66-70 🗆71+ 🗆 Prefer not to say 🗆

**ETHNICITY**

**How would you describe your ethnicity?** Ethnic origin is not about nationality, place of birth or citizenship. Tick one option that best describes your ethnic group or background. These categories are based on the recommendations by the Commission for Racial Equality.

✓ (one box only)

|  |  |  |  |
| --- | --- | --- | --- |
| **White** | English |  |  |
|  | Scottish |  |  |
|  | Welsh |  |  |
|  | Irish |  |  |
|  | Any other White background |  | Provide details: |
| **Mixed/Multiple** | White & Black Caribbean |  |  |
|  | White & Black African |  |  |
|  | White & Asian |  |  |
|  | Any other Mixed background |  | Provide details: |
| **Asian or Asian British** | Indian |  |  |
|  | Pakistani |  |  |
|  | Bangladeshi |  |  |
|  | Kashmiri |  |  |
|  | Any other Asian background |  | Provide details: |
| **Black or Black British** | Caribbean |  |  |
|  | African |  |  |
|  | Any other black background |  | Provide details: |
| **Other Ethnic Groups** | Chinese |  |  |
|  | Any other ethnic group |  | Provide details: |

**DISABILITY**

**The Equality Act 2010 defines a ‘disabled person’** for the purpose of the Act as a person who has a ‘disability’ if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. The disability could be a physical impairment, sensory or mental ill health. The effect has to have lasted, or be likely to last overall for at least 12 months and the effect must be a detrimental.

**Do you consider yourself to be disabled?**

No 🗆 Don’t know 🗆 I used to have a disability but have now recovered 🗆 Prefer not to say 🗆

YES 🗆 if yes, please give brief details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Do you have any specific requirements or require any reasonable adjustments to enable you to attend an interview?**

No 🗆

YES 🗆 if yes, please give brief details: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEXUAL ORIENTATION**

**How would you describe your sexual orientation?** Please tick✓ which group you most identify with (list in alpha order)

Bisexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆

Heterosexual / Straight 🗆 Prefer not to say 🗆 Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELIGION**

**What is your religion or belief (including non-belief)?** Below is a list of religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. Furthermore, we acknowledge the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence. (list in alpha order). Please tick ✓appropriate box

Buddhist 🗆 Christian (including CofE, Catholic, Protestant) 🗆 Hindu 🗆

Jewish 🗆 Muslim 🗆 Sikh 🗆

No religion 🗆 Prefer not to say 🗆

Any other religion, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for taking the time to complete this form**

*For the purposes of compliance with the Data Protection Act 1998; I hereby confirm that by completing this form I give my consent to The Southfield Grange Trust to process the confidential data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I hereby give my consent for the information provided on this form to be held on a computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. I understand the above answers will be used to produce* statistics for equality and recruitment monitoring purposes.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form by email to:** [**hr@southfieldgrange.org.uk**](mailto:hr@southfieldgrange.org.uk) **or by post to:**

**Human Resources Department, The Southfield Grange Trust, Haycliffe Lane, Bradford, BD5 9ET**