

## Equal Opportunities Monitoring Form

St Nicholas' School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.

The form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. We ask some questions regarding disability which may also assist us in determining whether any reasonable adjustments are necessary to facilitate your interview.

This form will be separated from your Application Form on receipt and kept securely. Unsuccessful applications are normally kept for six months and then destroyed as confidential waste. Successful applicants' data will be entered on their personnel records.

We would be grateful if you would fill in this form and return it with your Application Form. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

*Please complete in block capitals, ticking the boxes which most closely relate to you.*

1. Please state which job you have applied for and the date of your application.

Job applied for: .....

Date of application: .....

2. Where did you hear about the job for which you have applied?

Newspaper (please specify which one)  .....

School Website  Agency

Friend

Other (please specify)  .....

3. What is your gender (please tick)?

Male

Female

If you are currently undergoing the process of gender reassignment, please tick your future gender.

4. Is your age between (please tick)?:

16-24  25-29  30-39  40-49  50-59  60 or over

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

<b><u>White:</u></b>		<b><u>Black or Black British:</u></b>		<b><u>Chinese or other ethnic group:</u></b>	
British – English Scottish or Welsh	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other ethnic Group	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		
<b><u>Mixed race:</u></b>		<b><u>Asian or Asian British:</u></b>			
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Any other mixed background	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>		

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

Heterosexual     Bisexual     Lesbian     Gay     Prefer not to say

**7. How would you describe your religion (please tick)?**

My religion is: .....

I am not religious

Prefer not to say

**8. The Disability Discrimination Act 1995 (“DDA”) 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, over 12 months. Do you consider yourself to have a disability under the DDA (please tick)?**

Yes     No     I used to have a disability but have now recovered     Don’t know

**If you answered “Yes” to question 8, please give brief details of your condition**

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**Please provide details of any adjustments you may require to enable you to attend and participate in the interview (including, for example, induction loop/radio aid/speech-to-text reporter/BSL interpreter/other)**

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**Please provide details of any adjustments you may require to enable you to undertake the job for which you have applied**

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**9. For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to St Nicholas' School processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.**

**Signed:** ..... **Dated:** .....

