

**Equal Opportunities Monitoring Form**

St Mary’s School Shaftesbury Trust is an equal opportunities employer and subject to statutory provisions. It is our policy to ensure that no applicant for employment or employee receives less favourable treatment than another or is disadvantaged by requirements or conditions, which cannot be shown to be justifiable, on the grounds of gender, gender re-assignment, race, colour, nationality, marital or civil partnership status, sexual orientation, religion or belief, disability or age.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress to identifying any barriers to diversity among our workforce.

The form will be separated from your Application Form on receipt and kept securely.

Data for unsuccessful applicants is normally kept for 6 months and then securely destroyed. Successful applicants’ data will be entered on their personnel records.

Please 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 system will be. All information you supply 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 post you have applied for and the date of your application.

Post applied for:

Date of application:

|  |
| --- |
| 2. Where did you hear about the job you have applied for? ( please delete or cross out those not applicable)Newspaper (please specify which one) Friend Agency Other (please specify)  |

3. What is your gender ? (please delete or cross out the one not applicable)

Male

Female

4. Please give your date of birth:

5. How would you describe your nationality and/or ethnicity?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White:** | Please tick or cross | **Black or Black British:** | Please tick or cross | **Chinese or other ethnic group:** | Please tick or cross |
| British- English, Scottish or Welsh |  | Caribbean |  | Chinese |  |
| Irish |  | African |  | Any other ethnic group. |  |
| Any other white background |  | Any other black background |  |  |  |
|  |
| **Mixed Race:** |  | **Asian or Asian British** |  |  |  |
| Black & White Caribbean |  | Indian |  |  |  |
| White & Black African |  | Pakistani |  |  |  |
| White & Asian |  | Bangladeshi |  |  |  |
| Any other mixed background |  | Any other Asian background |  |  |  |

6. How would you describe your religion? (please delete or cross out as applicable)

My religion is:

I am not religious

I prefer not to say

8.The Equality Act 2010 defines a disability as “a physical or mental impairment that has substantial and long-term 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 ? (please delete or cross out as applicable).

 YES NO I used to have a disability but am now recovered

Don’t know

Please state any adjustments you require to be made if selected for interview.

It is understood by St Mary’s School Shaftesbury Trust that for the purposes of the Data Protection Act 1998, by the completion of this form you hereby give consent to the School processing this 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.

Signature Date

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_