**Equal Opportunities Monitoring Form**

In accordance with its policy on equal opportunities in employment, the employer will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post title:** |  | | |
| **Location:** |  | | |
| **Full name:** |  | | |
| **Reference No: (office use):** |  | | |
| **1. Gender at birth** | | | |
| Male | | |  |
| Female | | |  |
| Prefer not to say | | |  |
| **2. Which of the following describes how you think of yourself?** | | | |
| Male | | |  |
| Female | | |  |
| Prefer not to say | | |  |
| Other | | |  |
| **3. Gender reassignment: do you intend to, are you in the process of, or have you ever undergone the process of gender reassignment?** | | | |
| Yes | | |  |
| No | | |  |
| Prefer not to say | | |  |
| **4. Age** |  | | |
| **5. Marital status** | | | |
| Married (opposite sex) | | |  |
| Married (same sex) | | |  |
| Civil partner | | |  |
| Single | | |  |
| Other | | |  |
| **6. What is your sexual orientation?** | | | |
| Heterosexual/straight | | |  |
| Gay or Lesbian | | |  |
| Bisexual | | |  |
| Other sexual orientation not listed | | |  |
| I do not know or I am not sure | | |  |
| Not stated (person asked but declined to provide a response) | | |  |
| **7. Disability**  Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-2010](https://www.gov.uk/definition-of-disability-under-equality-act-2010)  According to the definition of disability do you consider yourself to have a disability?  YES/NO/I do not wish to disclose whether or not I have a disability (delete as appropriate)  If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager | | | |
| **8. Ethnic origin**  (Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)I would describe myself as (choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background): | | | |
| **A White:** | | | |
| British | | |  |
| English | | |  |
| Scottish | | |  |
| Welsh | | |  |
| Northern Irish | | |  |
| Irish | | |  |
| Other, please specify: | | |  |
| **B Mixed/Multiple ethnic groups:** | | | |
| White and Black Caribbean | | |  |
| White and Black African | | |  |
| White and Asian | | |  |
| Other, please specify: | | |  |
| **C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh or Asian Northern Irish:** | | | |
| Indian | | |  |
| Pakistani | | |  |
| Bangladeshi | | |  |
| Other, please specify:  Please see over page | | | |
| **D Black, Black British, Black English, Black Scottish, Black Welsh or Black Northern Irish:** | | | |
| Caribbean | | |  |
| African | | |  |
| Other, please specify: | | |  |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Chinese Northern Irish:** | | | |
| Chinese | | |  |
| Other, please specify: | | |  |
| **F Other ethnic group:** | | | |
| Arab | | |  |
| Prefer not to say | | |  |
| Other, please specify: | | |  |
| **9. Religion or belief** | | | |
| No religion or belief | | |  |
| Buddhist | | |  |
| Christian | | |  |
| Hindu | | |  |
| Jewish | | |  |
| Muslim | | |  |
| Sikh | | |  |
| Prefer not to say | | |  |
| Other, please specify: | | | |
| **Where did you see this post advertised?** | | | |
|  | | | |
| **Data protection:** The organisation treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the organisation in accordance with its data protection policy. Information about how your data is used and the basis for processing is provided in the organisation's job applicant privacy notice.  I hereby give my consent to Eko Trust processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying Kai Muxlow on kai.muxlow@ekotrust.org.uk | | | |
| **Applicant's signature:** |  | **Date:** |  |

Please return this form along with your application to the email address given in the application pack.

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For office use only:

Applicant shortlisted: Yes  No

Applicant interviewed: Yes  No

Applicant appointed: Yes  No

Applicant commenced employment: Yes  No