



# Monitoring of Recruitment & Selection

## CONFIDENTIAL

<b>Initials</b>		<b>Surname</b>	
<b>Position applied for</b>			
<b>Post No</b> (as stated in the advertisement)		<b>Location</b>	

- 1** The CE Academy is committed as part of its Equal Opportunities and Social Justice Policy to attempt to ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, race, ethnic or national origin, language, religion, gender, marital status, sexuality, disability, age, social background or any other unjustifiable reason. Procedures will be regularly reviewed to ensure that individuals are recruited, promoted, trained and treated on the basis of merits and abilities.
- 2** One means of monitoring recruitment practice is by analysing data obtained from applicants for employment with The CE Academy. Your co-operation in providing the information requested below will be appreciated. This information will not form part of your application and will be separated from your application on receipt. Please be assured that it will be treated confidentially, used for analysis purposes only and will contribute to the development of future recruitment practice aimed at equality.
- 3** The CE Academy requires all its employees, in the course of their work, to behave in a non discriminatory way toward other employees and members of the public. All CE Academy staff are encouraged to be part of developing equality and social justice through the practices, provision of services and policy in which they are involved.

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*If you would like to comment on the information sought, please do so below:*

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Please answer the questions below by marking the appropriate box

AGE (YEARS)					
16-20	<input type="checkbox"/>	36-40	<input type="checkbox"/>	56-60	<input type="checkbox"/>
21-25	<input type="checkbox"/>	41-45	<input type="checkbox"/>	61 and over	<input type="checkbox"/>
26-30	<input type="checkbox"/>	46-50	<input type="checkbox"/>		
31-35	<input type="checkbox"/>	51-55	<input type="checkbox"/>		

<b>Gender</b>	Female <input type="checkbox"/>	Male <input type="checkbox"/>
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Ethnic Origin				
I would describe my race or ethnic origin as:				
WHITE	ASIAN OR ASIAN BRITISH	CHINESE OR OTHER ETHNIC GROUP	MIXED	BLACK OR BLACK BRITISH
British <input type="checkbox"/>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Black African <input type="checkbox"/>
Other White <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		White and Asian <input type="checkbox"/>	Other Black <input type="checkbox"/>
	Other Asian <input type="checkbox"/>		Other Mixed <input type="checkbox"/>	

Sexuality			
I would describe my sexuality as:			
Heterosexual <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Gay <input type="checkbox"/>	Bi-sexual <input type="checkbox"/>

Disability	
Do you consider yourself to have a disability as defined by the Disability Discrimination Act?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

Publication in which advertisement was seen:			
NCC Website <input type="checkbox"/>	JobsGoPublic Website <input type="checkbox"/>	Other Website <input type="checkbox"/>	
Internal staff vacancies circular <input type="checkbox"/>	Local Newspaper <input type="checkbox"/>	Ethnic Press <input type="checkbox"/>	
Job Centre Plus <input type="checkbox"/>	National Newspaper <input type="checkbox"/>	Trade Newspaper <input type="checkbox"/>	

For Office use only	
Shortlisted	<input type="checkbox"/>
Appointed	<input type="checkbox"/>