**EQUALITY & DIVERSITY RECRUITMENT**

**MONITORING FORM Strictly Private & Confidential**

We hope that you will help us by completing this form but please be aware that completing the form is entirely voluntary and, if you choose not to complete it, this will not affect your application for employment.

In compliance with our Equality and Diversity Policy, we are monitor job applications to ensure fairness of our processes and that discrimination on the grounds of sex, sexual orientation, gender reassignment, ethnic origin, religion, marital status, maternity and pregnancy, age and disability does not occur.

Although you are not required to fill in this form, we would like to encourage you to do so because receiving enough information will mean we can undertake robust analysis to ensure that our processes are fair or to make changes to the way we work. It is really important for us to collect this information to make us a better organisation and service provider.

We would, therefore, be grateful if you would complete and return this form with your completed job application form.

|  |  |
| --- | --- |
| Job Ref / Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Gender | Male  Prefer not to say | Female | Transgender |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Age Range | 16 - 24 | 25 - 34 | 35 - 44 |
| 45 – 54  Prefer not to say | 55 - 64 | 65+ |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. Marital Status | Married | Single | Civil Partnership |
| Living with Partner | Other | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Sexual Orientation | Heterosexual | Gay | Lesbian |
| Bi-sexual | Prefer not to say |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 5. Ethnic Origin | White British | White Irish | White Other |
| Black / Black British | Asian | Asian British |
| Chinese  Prefer not to say | Mixed | Other: |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. Pregnancy / Maternity | Pregnant | Not Pregnant | Not Applicable |
| Prefer not to say |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. Religion / Belief | Atheism | Christianity | Hinduism |
| Sikhism | Islam | Jainism |
| Buddhism | Judaism | Agnostic |
|  | No Religion / Belief | Other: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 8. Disability | Do you consider yourself to have a disability? A Disability being “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”. | | |
| Yes | No |  |
| If yes, what is the nature of your disability?  (Optional) | Learning Disability / Difficulty | Mental Health Condition | Sensory Impairment |
| Physical Disability | No Disability | Prefer not to say |

The information you have provided here will be stored either on paper records or in a computer system in accordance with the Data Protection Act 1998, we have strict confidentiality procedures on how this information is protected.

The information gathered will be used solely to monitor the diversity of SSC’s recruitment regarding Equal Opportunity issues.