**Equality and diversity recruitment monitoring form**

We aim to ensure that all candidates, regardless of whether they are internal or external, receive fair and appropriate treatment throughout the recruitment process and have equal access to it, irrespective of age; being or becoming a transsexual person; marital status; being pregnant or on maternity leave; disability; race, including colour nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; sexual orientation, or offending background.

We aim to promote equality of opportunity in all our work and to do this we would like to understand the makeup of applicants for our jobs. We undertake detailed analysis of recruitment monitoring information, investigating and addressing any areas of potential discrimination or negative impact for different applicant groups.

This enables us to meet our commitment of embedding equality and diversity at the heart of our activities and eliminating discrimination. The data will not be used to identify you, but we need to know which post you have applied for.

Please answer all the questions. There is a ‘prefer not to answer’ option for some questions.

This information will be treated confidentially and you do not have to give your name. The information will only be used in creating statistics to assist us in analysing recruitment activity from an equality and diversity perspective.

|  |
| --- |
| 1. **Post applied for:**
 |
|  |
| 1. **Where did you see this role advertised?**
 |
|  |
| 1. **Please indicate your gender:**
 |
| Male | Female | Non-binary | Prefer not to answer | Other |
| If ‘Other’, please describe: |
| 1. **Do you identify as trans/transgender?**
 |
| Yes | No | Prefer not to answer | In some way |
| If ‘In some way’, please describe:  |
| 1. **Please indicate your sexual orientation:**
 |
| Bisexual | Gay man | Lesbian | Heterosexual | Prefer not to answer | Other |
| If ‘Other’, please describe: |
| 1. **Do you have a disability?**
 |
| Yes | No | Prefer not to answer |
| Disability in this context means 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.’ |
| 1. **Do you require any reasonable adjustments for the interviewing and selection process?**
 |
| Yes | No | Prefer not to answer |
| 1. **Do you have the right to work in the UK?**
 |
| Yes | No | Other |
| If ‘Other’, please comment on your work status: |
| 1. **Please self-define your ethnic group**

**Choose ONE section from A – E, then tick the appropriate box to indicate your background.** |
|  |
| * 1. White
 |
| British | Irish | Any other White background |
| If ‘Any other White background’, please specify: |
| * 1. Black or Black British:
 |
| Caribbean | African | Any other Black background |
| If ‘Any other Black background, please specify: |
| * 1. Mixed group:
 |
| White and Black Caribbean | White and Black African | White and Asian | Any other Mixed background |
| If ‘Any other Mixed background’, please specify: |
| * 1. Asian or Asian British:
 |
| Indian | Pakistani | Bangladeshi | Chinese | Any other Asian background |
| If ‘Any other Asian background’, please specify:  |
| * 1. Other:
 |
| If ‘Other’ background, please specify: |
| 1. **Please indicate into which age category you fall at the time of application**
 |
| Under 24 | 24-34 | 35-44 | 45-54 | 55-64 | 65+ | Prefer not to answer |
| 1. **Do you follow a religion? (please select only one)**
 |
| Christian | Hindu | Muslim | Other |
| Buddhist | Jewish | Sikh | Prefer not to answer |
| I have no religious beliefs |  |
| If ‘Other’, please specify:  |
| Thank you for completing this monitoring form. Please return with your application. This form will be separated from your application on receipt. |