**Equal Opportunities Monitoring Form**

In accordance with its policy on equal opportunities in employment, Support 4 Sight will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, 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 under some of the criteria detailed above. 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.

We also ask at this stage if you have any disability and if there are any adjustments you would require to allow you to attend and participate fully in any selection processes. However you may wish to specify any requests if invited to a selection event, the request at this point is not mandatory.

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 or to inform any adjustments required at interview. Thank you for your assistance.

If you choose not to complete this form or disclose details this will not affect your application in any way.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post title:** |  | | |
| **Location:** |  | | |
| **Full name:** |  | | |
| **1. Gender assigned at birth** | | | |
| Male | | |  |
| Female | | |  |
| Prefer not to say | | |  |
| **2. Which of the following best reflects how you would describe your gender identity?** | | | |
| Male | | |  |
| Female | | |  |
| In another way | | |  |
| If you would like to, please say how you describe your gender identity | | |  |
| Prefer not to say | | |  |
| Other | | |  |
| **3. Does your gender identity align with the gender assigned to you at birth?** | | | |
| Yes | | |  |
| No | | |  |
| Prefer not to say | | |  |
| **4. Age** |  | | |
| **5. Marital status** | | | |
| Married or in a civil partnership | | |  |
| Single | | |  |
| Other | | |  |
| Prefer not to say | | |  |
| **6. What is your sexual orientation?** | | | |
| Bi/bisexual | | |  |
| Gay/lesbian | | |  |
| Heterosexual/straight | | |  |
| Other term | | |  |
| Prefer not to say | | |  |
| **7. Do you have any disabilities?**  YES/NO  This information is used only for monitoring purposes. 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 E, and then tick the appropriate box to indicate your cultural background): | | | |
| **A White:** | | | |
| British | | |  |
| English | | |  |
| Scottish | | |  |
| Welsh | | |  |
| Northern Irish | | |  |
| Irish | | |  |
| Gypsy or Irish Traveller | | |  |
| Prefer not to say | | |  |
| Other White background, please specify: | | |  |
| **B Mixed/Multiple ethnic groups:** | | | |
| White and Black Caribbean | | |  |
| White and Black African | | |  |
| White and Asian | | |  |
| Prefer not to say | | |  |
| Other Mixed/Multiple ethnic background, please specify: | | |  |
| **C Asian, Asian British:** | | | |
| Indian | | |  |
| Pakistani | | |  |
| Bangladeshi | | |  |
| Chinese | | |  |
| Prefer not to say | | |  |
| Other Asian background, please specify: | | | |
| **D Black, African, Caribbean, Black British:** | | | |
| African | | |  |
| Caribbean | | |  |
| Prefer not to say | | |  |
| Other Black, African, Caribbean background, please specify: | | |  |
|  |  |  |  |
| **E Other ethnic group:** | | | |
| Arab | | |  |
| Prefer not to say | | |  |
| Other ethnic group, 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?** (**word of mouth, web or other (please specify))** | | | |
|  | | | |
| **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 Charity's Privacy Policy.  I hereby give my consent to Support 4 Sight processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the Charity. I acknowledge that my application will be treated the same 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 the data protection officer. | | | |
| **Applicant's signature:** |  | **Date:** |  |