

## Equal opportunities monitoring form

In accordance with its policy on equal opportunities in employment, The Russet Learning Trust 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. 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. Thank you for your assistance

Please complete ALL sections as requested.	
<b>PERSONAL DETAILS (please complete in block letters)</b>	
POST APPLIED FOR:	
Last Name:	
First name(s)	

### 1 Ethnicity

<p><b>How would you describe yourself?</b></p> <p>Choose ONE section from A to E, and then tick the appropriate box</p> <p>A Asian or Asian British</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Any other Asian background, please write in box .....</p> <p>B Black/African/Caribbean or Black British</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p>
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Any other Black background, please write in box .....

C Mixed/Multiple Ethnic Groups

White and Asian

White and Black African

White and Black Caribbean

Any other Mixed background, please write in box .....

D Other Ethnic Group

Arab

Any other Ethnic Group, please write in box .....

E White

British/ English/Northern Irish/Scottish/ Welsh

Gypsy or Irish Traveller

Irish

Any other White background, please write in box .....

F  Prefer not to say

## 2 Disability

To make positive changes, [insert school/academy name] wants to address the different barriers faced by disabled people.

What do we mean when we say disability?

- Do you have a physical or mental impairment?
- Is it long term?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

**Do you consider yourself to have a disability or a long-term health condition?**

Yes  No

**What is the effect or impact of your disability or health condition?**

Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your manager who is trained to help and support you.

### 3 Gender

Would you describe yourself as:

- Male       Female       Prefer not to say

Is your present gender the same as the one assigned to you at birth?

- Yes    No       Prefer not to say

### 4 Sexual orientation

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within [insert school/academy name].

We seek to become an exemplar employer and make sure our processes and practices are fair to all staff. However we recognise you may not wish to provide this information.

What is your sexual orientation?

- Bisexual  
 Gay man  
 Gay Woman / Lesbian  
 Heterosexual / Straight  
 Other  
 Prefer not to say

### 4 Age monitoring

What is your Date of Birth?

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### 5 Religion and belief

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order.

Please tick the box that best describes you:

- Buddhist  
 Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  
 Hindu  
 Jewish  
 Muslim

- Sikh
- Other Religion or Belief (please state) .....
- No Religion
- Prefer not to say

**6 Legal martial or same sex status?**

- Single
- Married
- Married, same-sex partner
- Civil partnership
- Other(please state) .....
- Prefer not to say

**Data protection:** Information from this form may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to The Rusett Learning Trust processing the data supplied in this form for the purpose of recruitment and selection.

**Applicant's signature**

**Date**