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**Equal Opportunities Form**

**Why are we asking for this information?** The Trust is requesting information via this form to enable us to monitor and improve our recruitment processes, to help us to meet our duty to ensure equal opportunities and avoid discrimination. While we are requesting that you complete this form, you are not required to.

**Your information will be treated in the strictest confidence by the HR Team and will have no connection with the evaluation of your application in any way. Except for requests for reasonable adjustments to the recruitment process, this information will not be shared with the recruitment panel prior to your appointment.**

If you have further questions regarding what the Trust aims to accomplish with this information, please feel free to contact the HR Manager.

**Data protection statement**

The Trust will treat all data as confidential and keep it in line with our Record Management Policy and Data Protection Policy and will ensure that the following principles are adhered to before providing you with this form:

* Data is processed lawfully, fairly and in a transparent manner.
* Data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
* Data will be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
* Data is accurate and, where necessary, kept up-to-date.
* Data is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes that the personal data is processed.
* Data will be processed in a manner that ensures appropriate security of the personal data.

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. For more information in relation to how we process your personal data, please see our Data Protection Policy, Workforce Privacy Notice and Record Management Policy or contact us for more information via: [HR@samphirestar.com](mailto:HR@samphirestar.com)

* If you are not appointed to the role, this form will be kept with the records relating to the appointment and will be destroyed 6 months after the date of appointment of the successful candidate, in line with the current Record Management Policy.
* If you are successfully appointed to the role, this form will be retained on your personnel file and the information added to the school Management Information System, where it will be accessible to HR, IT, School Office Staff and School Leaders only. It will be retained for the period set out in the Record Management Policy. You may request that the information is removed from your record at any time.

**Data collection -** Please complete the following sections as you deem appropriate.

**Ethnic origin – tick the appropriate selection -** The Trust wishes to seek this information as we want to ensure that our recruitment processes and workplaces are inclusive and welcoming to all ethnicities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **White** | | | | | | |
| **British** | | **Gypsy/Irish traveler** | | **Irish** | | **Other white**  **Please specify:­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Mixed/multiple ethnic groups** | | | | | | |
| **While and black Caribbean** | | **White and black African** | | **White and Asian** | | **Other mixed**  **Please specify: \_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_** |
| **Asian/Asian British** | | | | | | |
| **Indian** | **Pakistani** | | **Bangladeshi** | | **Chinese** | **Other Asian**  **Please specify: \_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_** |
| **Black/African/Caribbean/Black British** | | | | | | |
| **African** | **Caribbean** | | **Other black**  **Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_** | | | |
| **Other ethnic group** | | | | | | |
| **Arab** | **Any other ethnic group**  **Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_** | | | | | |
| **Prefer not to say** | |  | | | | |

**Gender / Identity – tick the appropriate selection -** This information will help to identify any potential gender discrimination.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Man**  **(incl trans man)** | **Woman**  **(incl trans woman)** | **Non-binary** | | **Prefer not to say** | **Other (Please Specify)** |
|  |  |  | |  |  |
| **Is your gender the same as that assigned to you at birth?** | | | **Yes  No  Prefer not to say** | | |
| **What are your preferred pronouns (eg. he/him, she/her, they/them)** | | |  | | |

**Sexual orientation – tick the appropriate selection -** This information can help the Trust in terms of ensuring our policies are inclusive.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Heterosexual** | **Homosexual** | **Bisexual** | **Asexual** | **Prefer not to say** | **Other (Please Specify)** |
|  |  |  |  |  |  |

**Religion – tick the appropriate selection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Christianity** | **Islam** | **Hinduism** | **Buddhism** | **Atheist** |
|  |  |  |  |  |
| **Sikhism** | **Prefer not to say** | | **Other (Please Specify)** | |
|  |  | |  | |

**Age**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **18 - 24** | **25 - 35** | **36 - 45** | **46 - 55** | **56 - 65** | **66 +** | **Prefer not to say** |
|  |  |  |  |  |  |  |

**Do you consider yourself Disabled under the Equalities Act\***

|  |  |  |
| --- | --- | --- |
| **Yes, I am Disabled** | **No, I am not Disabled** | **Prefer not to say** |
|  |  |  |

\* - Generally, if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. Full details at <https://www.acas.org.uk/what-disability-means-by-law>

**Request Reasonable Adjustments and Support with the Recruitment Process**

We want to make sure that nobody is disadvantaged by our recruitment process. If we can assist by making reasonable adjustments, or putting in support, to accommodate any disability or health condition (physical or mental) please let us know below. Details of the adjustments and support requested may need to be shared with the recruiting panel.

|  |  |
| --- | --- |
| **Health Condition or Disability** | **Request for Reasonable Adjustment or Support** |
|  |  |

Thank you for taking the time to fill in this form

Please return it to the **HR Office** along with any paperwork relating to your application.

Email: HR@samphirestar.com

HR Office

Trust Central Office

Astor Avenue

Dover

Kent

CT17 0AS