**EQUAL OPPORTUNITIES MONITORING FORM**

The Trust believes that it is only by employing a truly diverse workforce that celebrates the value of diversity that we can provide and deliver effective services to our local communities. We are therefore committed to a policy of equality in employment. Our policy aims to ensure that we will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

To monitor the effectiveness of this policy, you are asked to complete the following questionnaire. The information gathered will produce overall statistics about recruitment and selection and take action to prevent discrimination.

You may, of course, decide not to answer one or any of these questions, but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources Department for the purpose of providing statistics for monitoring the existence or absence of equal opportunities in recruitment, with a view to enabling such equal opportunities to be promoted or maintained. This form does not comprise part of your job application, and it will therefore be detached from it on receipt and stored separately. It will not be seen by the persons shortlisting, interviewing or making the recruitment decision. You can always mail this form separately if you wish.

You are under no obligation whatsoever to complete this form if you do not wish to do so. If you do complete it, thank you for your assistance in doing so

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Post title: |  | | |
| Gender: | Male | |  |
|  | Female | |  |
|  | Transgender | |  |
|  | Undergone or undergoing male-to-female reassignment  female feamfemale gender reassignment | |  |
|  | Undergone or undergoing female-to-male reassignment | |  |
|  | Non-binary | |  |
|  | Other (please specify) | |  |
|  | Prefer not to say | |  |
| Marital status: | Married | |  |
|  | Single | |  |
|  | In a civil partnership | |  |
|  | Other (please specify) | |  |
|  | Prefer not to say | |  |
| Age band: | Under 18 | |  |
|  | 18 - 29 | |  |
|  | 30 -39 | |  |
|  | 40 - 49 | |  |
|  | 50 - 59 | |  |
|  | 60 - 65 | |  |
|  | Over 65 | |  |
|  | Prefer not to say | |  |
| Sexual orientation: | Heterosexual |  | |
|  | Homosexual |  | |
|  | Bisexual |  | |
|  | Other (please specify) |  | |
|  | Prefer not to say |  | |
| Disabilities:\* | None |  | |
|  | Physical disability (please specify) |  | |
|  | Mental disability (please specify) |  | |
|  | Prefer not to say |  | |
| Race/nationality/ethnic origin: | White | English | |
|  |  | Scottish | |
|  |  | Welsh | |
|  |  | Irish | |
|  |  | British | |
|  |  | Other white background (please specify) | |
|  | Mixed | White and Black Caribbean | |
|  |  | White and Black African | |
|  |  | White and Black British | |
|  |  | White and Asian | |
|  |  | Other mixed background (please specify) | |
|  | Asian | Indian | |
|  |  | Pakistani | |
|  |  | Bangladeshi | |
|  |  | British | |
|  |  | Other Asian background (please specify) | |
|  | Black | Caribbean | |
|  |  | African | |
|  |  | British | |
|  |  | Other black background (please specify) | |
|  | Chinese |  | |
|  | Other ethnic group (please specify) |  | |
|  | Prefer not to say |  | |
| Religion: | Christian (please specify denomination) denomination) |  | |
|  | Jewish |  | |
|  | Sikh |  | |
|  | Muslim |  | |
|  | Hindu |  | |
|  | Buddhist |  | |
|  | Rastafarian |  | |
|  | Baha’i faith |  | |
|  | Shinto |  | |
|  | Chinese folk religion |  | |
|  | Non-religious/non-believer |  | |
|  | Other religion (please specify) |  | |
|  | Prefer not to say |  | |

**Consent form**

I confirm that I have been given a genuine choice as to whether I wish to complete this form. My explicit consent to the Trust processing my personal data supplied on this form for the purpose of safer recruitment (including reference requests) and providing statistics for monitoring the existence or absence of equal opportunities in recruitment is therefore freely given and informed.

I also understand that I have the right to withdraw my consent at any time and that I may do this by sending an e-mail or other written communication to the HR & Operations Manager, and I have been advised that they can be contacted as follows:

**HR & Operations Manager**, HR Department, The Sovereign Trust, Manor Academy, Manor Avenue, Sale, M33 5JX or at [HR@thesovereigntrust.uk](mailto:HR@thesovereigntrust.uk)

Signed:

Date: