## Equality and Diversity Monitoring

**Please complete the form that follows on the next page.**

Freedom from discrimination and equality of opportunity are basic rights. Orchard Manor School is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

**Physical and mental impairments** include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

**Substantial adverse effect** is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried our by most people on a fairly regular and frequent basis.

## Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

**Guaranteed Interview**

As a disability confident employer we guarantee to interview all   
disabled applicants who meet the essential criteria of the person specification. Please indicate on the application form if you require adjustments for the interview.

## 

**First Name(s):**…………………………………………………

**Surname:** …………………………………………………..

**1. GENDER:** Male  Female

**2. AGE:** 16-24  25-29  30-34  35-39  40-44

45-49  50-54  55-59  60-64  65+

**3. ETHNIC GROUP:**

To which of these groups do you consider that you belong? (tick appropriate box)

**Asian or Asian British Mixed**

Indian  White and Black Caribbean

Pakistani  White and Black African

Bangladeshi  White and Asian

Any Other Asian Background  Any other Mixed background

**Black or Black British White**

Caribbean  British

African  Irish

Any Other Black Background  Any other White background

**Chinese or Other Ethnic Group**

Chinese  **If you have answered ‘any other’ in any group**

Any Other  **please specify below**

…………………………………………………….

**4. DISABILITY**

Do you consider yourself to have a disability? Yes  No

(Please see guidance on the previous page)

**For internal use only**

Job Title: ……………………………………………………..

Vacancy Ref: …………………………………………………….