# CONFIDENTIAL

**Part three**

# Equal Opportunities Monitoring Form

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

|  |
| --- |
| **Data Protection (UK) Act 1998** |
| I consent to the data on this form being used for statistical purposes to assist The Focus-Trust in the monitoring of equal opportunities as outlined below. |
| **Signature:** |  | **Date:** |  |
| **Print name:** |  |

Please complete this monitoring form and return with your application. Diversity and equality are at the heart of every activity within the Focus-Trust. The Focus-Trust is committed to equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us received fair treatment. This information will be used to monitor the effectiveness of our Diversity and Equality Policy and for no other reason. The request for this information and how it is used is within the scope of the Data Protection (uk)Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

This information will be kept separate from your application form to ensure that none of the information you have provided is used in the selection decision or is seen by the selection panel.

|  |  |
| --- | --- |
| **Job applied for** |  |
| **Job reference no. (if applicable)** |  |
| **Location** |  |
| **Surname and Initials** |  |
| **Date of birth** |  | **Age** |  |
| **Gender** |   |
| **How did you learn of this vacancy?** |  |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

|  |
| --- |
| **A: White** |
| British |  |
| Irish |  |
| Gypsy/Roma |  |
| Traveller of Irish Heritage |  |
| Any other white background |  |

|  |
| --- |
| **B: Mixed** |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other mixed background |  |

|  |
| --- |
| **C: Black or Black British** |
| Caribbean |  |
| African |  |
| Any other Black background |  |

|  |
| --- |
| **D: Asian or Asian British** |
| Indian |  |
| Pakistan |  |
| Bangladeshi |  |
| Any other Asian background |  |

|  |
| --- |
| **E: Other ethnic groups** |
| Chinese |  |
| Any other ethnic background |  |

|  |
| --- |
| **F: If other, please specify:** |
|  |

## Disability Guidance

The Equality Act 2010 says that a person is disabled if they have, “a mental or physical impairment or long-term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities”.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled as set out in the Equalities Act?  |  |
| If YES, please describe your disability. |
| If you need any assistance to attend or participate in the interview, please give details. |

**Religion**

Please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |

|  |  |
| --- | --- |
| Sikh |  |
| Other religion |  |
| No religion |  |
| Prefer not to say |  |

**Sexual Orientation**

Please identify your sexual orientation by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Gay woman / lesbian |  |

|  |  |
| --- | --- |
| Heterosexual / Straight |  |
| Other |  |
| Prefer not to say |  |

|  |
| --- |
| **Do you identify as Transgender?** |
| For the purpose of this question ‘transgender’ is defined as an individual who lives, or wants to live, in the gender opposite to that they were assigned at birth |
| **Yes** |  | **No** |  | **Prefer not to say** |  |