**St Laurence School**

*“Care – Inspire - Succeed”*

**EQUALITY OF OPPORTUNITY**

St Laurence School is committed to a policy of ensuring that all job applicants and employees receive equality of opportunity.

The aim of this policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex or marital status, age, disability, sexual orientation or religious beliefs and practices or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The School will continue to review its personnel policies and practices generally and take appropriate action to make this policy fully effective.

To ensure the Equal Opportunities Policy is being carried out, the School has undertaken to monitor all aspects of the recruitment and selection processes.

The monitoring exercise has been designed in accordance with guidelines from the Commission for Racial Equality and the Equal Opportunities Commission and it has been approved by the appropriate Trade Unions. The information will not be used for any other purposes than monitoring of the Equal Opportunities Policy. All information supplied will be kept strictly confidential. In order to assist the school to pursue its policy of equal opportunity, please complete the questionnaire overleaf. The information you give will be stored in a computer.

The categories of ethnic origin which you are asked to complete are as follows:

|  |  |
| --- | --- |
| **White**  | * British
* Irish
* Any other White background
 |
| **Asian or Asian British** | * Indian
* Pakistani
* Bangladeshi
* Any other Asian background
 |
| **Black or Black British** | * Caribbean
* African
* Any other Black background
 |
| **Chinese or Other Ethnic Group** | * Chinese
* Any other ethnic group
 |
| **Mixed** | * White and Black Caribbean
* White and Black African
* White and Asian
* Any other mixed background
 |

Only with your co-operation can the monitoring exercise be effective and I would therefore be particularly grateful for your help.

**EQUALITY AND DIVERSITY MONITORING FORM**

St Laurence School is committed through its Equal Opportunities Policy to ensuring that all job applicants are considered on a fair, unbiased and lawful basis. The School requires information about sex, ethnic origin, age and disability to help monitor this policy. Further details of this policy and information required are provided overleaf. The following information will only be used for this purpose and will be treated in strict confidence.

|  |  |
| --- | --- |
| Title of post applied for | Teaching Assistant |

|  |  |  |  |
| --- | --- | --- | --- |
|  ETHNIC ORIGIN |  |  |  |
|  I would describe my ethnic origin as: |  |  | **SEX** (Please ✓ the appropriate box) |
|  (Please ✓ the appropriate box) |  |  | MALE |  |  |  |
|  |  |  |  |  | FEMALE |  |  |  |
|  | WHITE |  |  |  |  |  |  |  |
|  | - British |  |  |  |  |  |  |  |
|  | - Irish  |  |  |  | AGE |  |  |  |
|  | - Other White (please specify) |  |  |  |  |  |  |  |
|  |  |  |  |
|  | BLACK OR BLACK BRITISH |  |  |  | DATE OF BIRTH |  |  |
|  | - Caribbean |  |  |  |  / /  |  |  |
|  | - African |  |  |  |  |  |
|  | - Other Black (please specify) |  |  |  |  |  |  |
|  | ASIAN OR ASIAN BRITISH |  |  |  | **DISABILITY** |  |  |
|  | - Indian |  |  |  | (Please the appropriate box) |  |
|  | - Pakistani |  |  |  | Do you consider yourself disabled? |  |
|  | - Bangladeshi |  |  |  | YES |  |  |  |
|  | - Other Asian (please specify) |  |  |  | NO |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | CHINESE OR OTHER ETHNIC GROUP |  |  |  | WHERE DID YOU SEE THE VACANCY  |
|  |  | ADVERTISED? |
|  | - Chinese |  |  |  | (Please the appropriate box) |  |
|  |  |  |  |  | Local Newspaper |  |
| National Newspaper |  |
|  | MIXED |  |  |  | LA Vacancies Bulletin |  |
|  | - White and Black Caribbean |  |  |  | Professional Journal |  |
|  | - White and Black African |  |  |  | Job Centre |  |
|  | - White and Asian |  |  |  | Internet (please detail below): |  |
|  | - Other mixed (please specify) |  |  |  | www. |
|  |  |  |  |  | Other (please detail below): |  |
|  |  |  |  |  |  |

|  |
| --- |
| Thank you for answering these questions. RETURNS BY POST – please place this form in a separate envelope labelled “Equality of Opportunity Form” and include with your application form.ELECTRONIC RETURNS - Please return the application form and this form as separate documents to St Laurence School. |

|  |
| --- |
| Completion and submission of this form is taken as consent to process the information you have provided. |