**Equal Opportunities Recruitment**

**Monitoring Form**

Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The Academy is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 2018 which allows for the collation and reporting of sensitive data for monitoring purposes.

**Please complete this form, which will be detached from your application form before your application is progressed to the shortlisting stage of the recruitment process.**

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to the Principal and we will look into the points that you raise.

Thank you for completing this form.

We wish you success with your application.

**Equal Opportunities Recruitment**

**Monitoring Form**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark your responses by putting an 'X' in the box or by clicking on the appropriate box

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. I consider my gender to be:** | | | | | | Male | | |  | Female |  | |
| **2. I consider myself to have a disability:** | | | | | | Yes | | |  | No |  | |
| **3. I would describe my racial or cultural origin as:** | | | | | | | | | | | | |
| **a. Asian** | | | **b. Black** | | | | | **c. Chinese** | | | | |
| Asian – Bangladeshi  Asian – British  Asian – Indian  Asian – Pakistani  Other Asian background | |  | Black – African  Black – British  Black Caribbean  Other Black background | |  | | | Chinese  **d. Irish**  Irish  **g. Other Ethnic group**  Please specify:  ……………………………... | | | |  |
| Please specify:  ……………………………………. | | | Please specify:  ……………………………………. | | | | |
| **e. Mixed** | | | **f. White** | | | | |
| Asian & White  Black & White  Other Mixed background | |  | White British  White European Union  Other White background | |  | | |
| Please specify:  ……………………………………. | | | Please specify:  ……………………………………. | | | | |
| **4. I am aged …….... Years .……… Months** | | | | **Date of Birth (DD/MM/YY):** | | | | | | | | |
| **5. How did you hear about the vacancy for which you have applied?** | | | | | | | | | | | |  |
|  | | | | | | | | | | | | |
| Intranet (Skinners’ staff only)  Internet \*  Evening Standard | |  | Job Centre Plus  Friend / Relative  National Press \* | |  | | | Professional Journal \*  Other \*  …………………………….. | | | |  |
| **6. I am a member/follower of the following religious group:** | | | | | | | | | | | |  |
|  | | | | | | | | | | | | |
| None / No religion  Buddhist  Christian | |  | Hindu  Jewish  Muslim | |  | | | Sikh  Other \*  …………………………….. | | | |  |
| I hereby give my consent to Skinners’ Academy processing the information given above in accordance with the purposes stated above. | | | | | | | | | | | | |
| Signed: |  | | | Dated: | | |  | | | | | |
| **TO BE COMPLETED BY APPOINTING OFFICER ONLY** | | | | | | | | | | | | |
| Short Listed | |  | Interviewed | |  | | | Appointed | | | |  |
| **Please sent to:** [**recruitment@skinnersacademy.org.uk**](mailto:recruitment@skinnersacademy.org.uk) | | | | | | | | | | | | |