

## 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

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