**EQUALITY & DIVERSITY MONITORING FORM**

A New Direction is committed to fair and equitable treatment for all job applicants. The information on this form will only be used to monitor recruitment and will not be used in the selection process. We hope you will want to complete this form. However, if you choose not to, your application will not be adversely affected.

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | First Name |  |
|  |  |  |  |
| Job Applied for |  | Where did you learn of the vacancy? |  |

**Sex**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you:  | Male |  |  | Female |  |

**What is your ethnic group?**

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

|  |
| --- |
| **A WHITE** |
| British |  |  | Any other please state: |
| Irish |  |  |
| **B MIXED** |
| White / Black Caribbean |  |  | Any other Mixed background please state: |
| White and Black African |  |  |
| White and Asian |  |  |
| **C ASIAN OR ASIAN BRITISH** |
| Indian |  |  | Any other Asian background please state: |
| Pakistani |  |  |
| Bangladeshi |  |  |
| **D BLACK OR BLACK BRITISH** |
| Caribbean |  |  | Any other Black background please state: |
| Africa |  |  |
| **E OTHER ETHNIC GROUP** |
| Other |  |  | Any other please state: |
|  |  |  |
|  |  |  |  |

**What is your sexual orientation?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  |  | Straight | x |  | Gay |  |  |
|  |  |  |  |  |  |  |  |  |
| Lesbian |  |  | Other (please specify) |  |
|  |  |  |  |

**Disability**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Do you consider that you have a disability?** | **Yes** |  | **No** |  | **Prefer not to say** |  |
| **If you have any access needs please state them below:** |
|  |

**What is your religious belief?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| None |  |  | Sikh |  |  | Jewish |  |
|  |  |  |  |  |  |  |  |
| Buddhist |  |  | Christian |  |  | Muslim |  |
|  |  |  |  |  |  |  |  |
| Hindu |  |  | Any other religion *(please specify)* |  |
|  |  |  |  |

**Partnership status**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Are you: | Married |  | Single |  | Partnered |  |  |
|  |  |  |  |  |  |  |
| Other |  | *(Please Specify)* |  |
|  |  |  |

**What is your age group?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Under 21** |  |  | **22 to 30** |  |  | **31 to 40** |  |
|  |  |  |  |  |  |  |  |
| **41 to 50** |  |  | **51 to 60** |  |  | **61 and over** |  |

Thank you for taking the time to complete this form. The information given on this form will not form part of the selection process.

***Please submit this form together with your application form.***

**Information for job applicants**

**Why monitor?**

Without monitoring, an organisation will never know whether its equality policy is working. To have an equality policy without monitoring is like aiming for good financial management without keeping financial records.

Monitoring can tell an organisation whether it is offering equality of opportunity and fair treatment to all. It can also tell an organisation how and why it is falling short of this ideal. The organisation can then concentrate on finding solutions and making changes, rather than using guesswork or assumptions.

Monitoring has wider benefits too. In employment, monitoring can spot barriers which prevent an organisation from making use of available talent.

**How will the information be used?**

We will use the information gained to highlight possible inequalities and assist us with investigating their underlying causes and, removing any unfairness or disadvantage. The information gathered will also allow us to analyse how our personnel practices and procedures affect different groups.

**Do I have to complete this form?**

Some of the information requested is un-contentious. However, other questions on the form are highly personal and sensitive. Our intention is to monitor equality of opportunity but we understand that people have varied views on disclosing personal information of this type. Please respond to those questions you feel comfortable to respond to.

**Confidentiality**

The Data Protection Act 1998 states that some of the information on this form is 'sensitive personal data.' This means that the information you reveal about yourself will not be disclosed, other than as part of the generic monitoring statistics which the organisation undertakes. The information will be used for the practical purposes already stated.

**Please return this form....**

To the same address as your application form, either separately or with your application form. The form will be processed separately to your application form.