**EQUAL OPPORTUNITIES MONITORING FORM**

**Confidential**

We are an equal opportunity employer. The Minster Centre wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

The information collected on this form will enable us to compile statistical information about applicants and for those recruited. This is to ensure that this policy is fully and fairly implemented and monitored. It will not be used for any other purpose and will not be looked at by those shortlisting or interviewing candidates.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

|  |  |
| --- | --- |
| **Name** |  |
| **Date of birth (dd/mm/yyyy):** |  |
| **Country of birth** |  |
| **Nationality** |  |

**Ethnicity:** Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the box you feel is most appropriate.

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

***White***

English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Traveller  Prefer not to say  Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Other ethnic group***

Arab  Not known  Prefer not to say

Any other ethnic group, please write in:

**Gender:**

Man  Woman  Intersex  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:

Is your gender identity the same as the sex you were originally assigned at birth?

Yes  No Prefer not to say

**Sexual Orientation:**

Gay  Lesbian  Bisexual  Heterosexual  Prefer not to say

If you prefer to use your own term, please specify here:

**Religion or belief:**

No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim

Sikh  Prefer not to say  Spiritual

If other religion or belief, please write in:

**Disability:**

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager if successfully appointed in post.

Yes No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

**Dependants:** Do you have any dependants?

Yes – young people/children

Yes – other relative/ friends

Yes – both young people/ children and relatives / friends

No dependants

Prefer not to say

**Carer:** Are you a carer?

Yes, I am a carer

No, I am not a carer

Prefer not to say

**Data protection statement**

The Minster Centre uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time. For more information on how we use the information you have provided, please see our privacy notice by contacting [afua@minstercentre.ac.uk](mailto:afua@minstercentre.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |