|  |
| --- |
| **Place At My Table Recruitment Monitoring Form** |

|  |  |
| --- | --- |
| Job Role: |  |

In accordance with our Equality & Diversity Policy, we are monitoring job applications to ensure that we provide equal opportunities to any job applicant and make sure that discrimination does not occur because of race, sex, sexual orientation, gender reassignment, religion, or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

So that we can assess the success of this policy, we have set up a system of monitoring all job applications. We would be grateful, therefore, if you would complete the questions on this monitoring form and return it with your application form. We have asked for your name in order to enable us to monitor applications at the shortlisting and appointment stage.

All information supplied will be treated in confidence and will not be seen by staff directly involved in the appointment. The monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Thank you for your help.

### Confidential

|  |  |
| --- | --- |
| **1. Gender Assigned at Birth** |  [ ]  Male [ ]  Prefer Not to Say [ ]  Female |

|  |  |
| --- | --- |
| **2. Which of the Following Best Reflects Gender Identity** |  [ ]  Male [ ]  In Another Way [ ]  Female [ ]  Prefer Not to Say |

|  |  |
| --- | --- |
| **3. Does Gender Align with Gender Assigned at Birth** |  [ ]  Yes [ ]  Prefer Not to Say [ ]  No  |
|  |
| **4. Preferred Title** |  [ ]  Miss [ ]  Ms |  [ ]  Mr[ ]  Dr |  [ ]  Mrs  [ ]  Other:       |
|  **F****ull Name** |       |
|  |
| **5. Marital Status** |  [ ]  Married [ ]  Divorced |  [ ]  Single[ ]  Widowed | [ ]  Separated[ ]  Other:       | [ ]  Civil Partner  |

|  |  |  |
| --- | --- | --- |
| **6. Ethnic Origin** |  [ ]  English/Welsh/Scottish/Northern Irish/British [ ]  Irish [ ]  Gypsy or Irish Traveler [ ]  Any Other White Background |  [ ]  White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  Any Other Mixed/Multiple Ethnic Background |
|  [ ]  Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Any Other Asian Background |  [ ]  African [ ]  Caribbean [ ]  Any Other Black/African/Caribbean Background  |
|  [ ]  Arab [ ]  Any Other Ethnic Group  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7. Religion or Belief** |  [ ]  No Religion or Belief [ ]  Buddhist [ ]  Christian |  [ ]  Hindu[ ]  Jewish[ ]  Muslim |  [ ]  Sikh  [ ]  Prefer Not to Say [ ]  Other – Please Specify |

|  |  |  |
| --- | --- | --- |
| **8. Disability** | Do you consider yourself to be disabled under the Equality Act 2010?(The Disability Discrimination Act (1995) – still in force under the Equality Act 2010 - defines disability as “a physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day to day activities.) |  [ ]  Yes  [ ]  No |
|  | If yes, what is the nature of your disability? *(optional)* |       |
|  |
| **9. Age Range** |  [ ]  16 - 24 [ ]  45 - 54 |  [ ]  25 - 34[ ]  55 - 64 |  [ ]  35 - 44  [ ]  65+ |

|  |  |  |
| --- | --- | --- |
| **10. Sexual Orientation** |  [ ]  Bisexual [ ]  Gay/Lesbian | [ ]  Heterosexual/Straight[ ]  Prefer Not to Say |

Data Protection

The Company treats data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy.

I consent to the Company processing the data supplied in this form for the purposes of equal opportunities monitoring recruitment and selection. I understand I may withdraw my consent to the processing of this data at any time by notifying our HR Manager or Data Protection Officer.

|  |  |
| --- | --- |
| Applicant’s Name:       | Date:       |