

**EQUALITY & DIVERSITY MONITORING FORM**

halow 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

**A WHITE**

British  Any other please state:   
Irish

**B MIXED**

White / Black Caribbean   
White and Black African   
White and Asian  Any other Mixed background please state:

**C ASIAN OR ASIAN BRITISH**

Indian   
Pakistani   
Bangladeshi  Any other Asian background please state:

**D BLACK OR BLACK BRITISH**

Caribbean   
Africa  Any other Black background please state:

**E OTHER ETHNIC GROUP**

Other

Any other please state:

**What is your sexual orientation?**

Bisexual

Straight

Gay

Lesbian

Other (please specify)

Prefer not to say

**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

Prefer not to say

Any other religion (please specify)



**What is your age group?**

Under 21	<input type="checkbox"/>	22 to 30	<input type="checkbox"/>	31 to 40	<input type="checkbox"/>
41 to 50	<input type="checkbox"/>	51 to 60	<input type="checkbox"/>	61 and over	<input type="checkbox"/>

**IMPORTANT:** In order to process your application please confirm/tick the box if you consent to us recording storing and processing your data for the duration of the recruitment process. Please refer to Applicant Privacy Notice in relation to the retention of Equal Opportunities form

Thank you for taking the time to complete this form.

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



## **Information for Job Applicants**

halow values diversity and its commitment to promoting equality of opportunity.

### **Why monitor?**

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice.

### **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.

### **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 you supply on this questionnaire will be recorded confidentially on our HR systems and held for a maximum of 6 months. Access to the data will be restricted to nominated staff within HR.

If you are appointed, the data will also be used for our HR/Payroll records purposes. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

### **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.