**Equal Opportunities Monitoring Form**

**CONFIDENTIAL**

**St Mary’s Secret Garden** 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.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Post title:** |  | | |
| **Location:** |  | | |
| **Full name:** |  | | |
| **1. Gender:**  MALE / FEMALE | | | |
| **2. Age** |  | | |
| **3. Marital / Partnership status:**  MARRIED / SINGLE / OTHER | | | |
| **4. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other persons for whom you are the main carer.)**  YES / NO | | | |
| **5. Do you have any disabilities?**  YES / NO | | | |
| **6. Ethnic origin**  (Relates to a sense of identity/belonging on the basis of race/culture).  I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): | | | |
| **A White:** | | | |
| British | | |  |
| English | | |  |
| Scottish | | |  |
| Welsh | | |  |
| Irish | | |  |
| Other, please specify: | | |  |
| **B Mixed:** | | | |
| White and Black Caribbean | | |  |
| White and Black African | | |  |
| White and Asian | | |  |
| Other, please specify: | | |  |
| **C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | | |
| Indian | | |  |
| Pakistani | | |  |
| Bangladeshi | | |  |
| Other, please specify: | | | |
| **D Black, Black British, Black English, Black Scottish, or Black Welsh:** | | | |
| Caribbean | | |  |
| African | | |  |
| Other, please specify: | | |  |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** | | | |
| Chinese | | |  |
| Other, please specify: | | |  |
| **7. Where did you see this post advertised?** | | | |
|  | | | |
| Data protection: Information from this application may be processed for purposes registered by St Mary’s Secret Garden under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.  I hereby give my consent to St Mary’s Secret Garden processing the data supplied in this form for the purpose of recruitment and selection. | | | |
| **Applicant's signature:** |  | **Date:** |  |