EQUAL OPPORTUNITIES MONITORING FORM (OPTIONAL)

St Albans High School for Girls is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. These objectives comply with the requirements of the Equality Act 2010. We would be grateful if you would complete this form and return it with your completed Application Form, you are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. The information you provide will be used solely for monitoring purposes and will not be shared with the panel at any stage during the recruitment process. It will be kept securely within our HR Department for the purposes of equal opportunities monitoring.

***When completing this form please tick the boxes which most closely relate to you.***

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| **Section 1 - Please state the position you have applied for and the date of your application.** | | | |
| Position applied for |  | | |
| Date of application |  | | |
| **Section 2 - Where did you hear about the job for which you have applied?** | | | |
| Newspaper (please specify which one School website  Agency Friend  On line job board Other (please specify)  ………………………………………..  In addition to the above do you use any other sites or newspapers to search for jobs?  (Please specify) ………………………………………………………………………………………….. | | | |
| **Section 3 - What is your gender?** | | | |
| Male | Female | Prefer not to say | Other |
| **Section 4 - Is your age between?** | | | |
| 16-24 25-34 35-44  45-54 55-64 65 or over  Prefer not to say | | | |
| **Section 5 - How would you describe your sexual orientation?** | | | |
| Heterosexual Bisexual Lesbian  Gay Prefer not to say | | | |
| **Section 6 - How would you describe your nationality and / or ethnicity?** | | | |
| **White: Black or Black British: Chinese or other**  **ethnic group:**  British — English, Caribbean Chinese  Scottish or Welsh  Irish African Any other ethnic group  (Please specify)  Any other white Any other Black ………………………  background background  **Mixed race: Asian or Asian British:**  White and Black Indian  Caribbean  White and Black Pakistani  African  White and Asian Bangladeshi  Any other mixed Any other Asian  background background | | | |
| **Section 7 – How would you describe your religion** | | | |
| My religion is: .............................................................................. | | I am not religious | |
| Prefer not to say | |
| **Section 8 – Do you have a physical or mental impairment?** | | | |
| The Equality Act defines a disability as a "physical or mental impairment" which "has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, over 12 months or for the rest of the life of the person affected. Do you consider yourself to have a disability as defined under the Equality Act (please tick)?  Yes No Don’t know  I used to have a disability but have now recovered | | | |
| If you answered "Yes" to Section 8, please give brief details of your condition | | | |

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| For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to St Albans High School for Girls processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.  **Signed** ………………………………………………………………. **Dated** …………………………………………………………… |

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