**Equal Opportunities Monitoring Form**

Please complete this monitoring form and return with your application form. Please note that this form, will be detached from your application form, before your application is progressed to the shortlisting stage of the recruitment process.

Below we explain why the details that you provide are important both for you as an applicant and for us as an organisation committed to equal opportunities. Halliwell is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of Equal Opportunities and for no other reason. Please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. Although you do not have to complete the form, by completing as much of the information as possible, you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998, which allows for the collation and reporting of sensitive data for monitoring purposes.

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

Thank you for completing this form. We wish you success with your application.

**Equal Opportunities Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  | | --- | --- | --- | --- | | Name: |  | | | | Position applied for: |  | Date of application: |  |   All applicants are asked to complete this sheet to enable us to monitor equal opportunities in our recruitment process in accordance with Halliwell’s Equal Opportunities Policy. Any information given will not identify individuals, but will only be used to measure how we are progressing. The sheet will be separated from your application form immediately upon receipt and will form no part of the selection process. | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | T  **Ethnic Origin:** *(please tick appropriate box)* | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **White** |  |  | British | | |  | |  | | | Irish | |  | |  | European | |  | |  | Other | | |
|  | | **Black or Black British** |  |  | Caribbean | |  | | | |  | | African |  | | |  |  | |  | |  |  | |
|  | | **Asian or Asian British** |  |  | Indian | |  | | |  | | | Pakistani | | |  |  | | Kashmiri | |  |  | | Bangladeshi | |
|  | | **Mixed Race** |  |  | White and Black Caribbean | |  | |  | | | White and Black African | | | |  |  | White and Indian | | |  |  | White and Pakistani | | |
|  | | **Chinese/other group** |  |  | | Chinese | | | | | | | | | | | | | | | | | | | |

*Other religion, please specify:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Gender:** | |  | | | Female | | |  | | male | | | | | |  |  | | | |
|  | **Disability Status:** Disability is a "protected characteristic" under the Equality Act 2010. A person has a disability if he/she "has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities".  Do you have a disability as defined above? Yes  No  If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here: | | | | | | | | | | | | | | | | | | | | |
|  | **Age Range:** |  | | 16-19 | | | |  | | 30-39 | |  | | 50-59 | | |  | | 65+ |
|  |  |  | | 20-29 | | | |  | | 40-49 | |  | | 60-64 | | |  | |  |
|  | **Religion:** | |  | |  | | Christian *(including Church of England, Catholic, Protestant and all other Christian denominations)* | | | | | |  | |  | Jewish | | | | |
|  | Muslim | | | | |
|  |  | |  | |  | | Sikh | | | | | |  | |  | Buddhist | | | | |
|  | *Other religion, please specify:* | |  | |  | | Hindu | | | | | |  | |  | None | | | | |