

Equal Opportunities Monitoring Form

The Company is committed to Equal Opportunity for all applicants applying for jobs. For this reason, you are requested to complete and submit this questionnaire along with your application form. The information given will be detached for monitoring purposes and will be treated in **strict confidence**.

The Data Protection Act 1998: Information is used solely for the purposes of monitoring. Once the recruitment process is completed, the data will be stored for a maximum of 12 months and then destroyed. If you are a successful candidate, relevant information will be taken from the entire form and used as part of your personnel record.

Further notes can be found on page 2.

What is the name of the job title you have applied for?

GENDER: Male Female
Please tick **one** box.

ETHNIC ORIGIN:
Please tick **one** box in the following categories (a) to (f) to indicate how you would describe your ethnic origin.

- (a) **White**

	British
	Irish
	European
	Any other white background – please specify: _____

- (b) **Black**

	British
	African
	Caribbean
	Any other Black background – please specify: _____

- (c) **Mixed**

	White and Asian
	White and Black African
	White and Black Caribbean
	Any other mixed background – please specify: _____

- (d) **Asian**

	British
	Bangladeshi
	Indian
	Kashmiri
	Pakistani
	Any other Asian background – please specify: _____

- (e) **Chinese**

	Chinese
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- (f) **Other ethnic group**

	Any other Ethnic group – please specify: _____
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NATIONALITY

What is your Nationality?

DISABILITY: Do you have or have you had a disability? Yes No

If yes, please provide details:

RELIGION:

Please tick **one** box.

Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	_____			

AGE:

Please tick **one** box.

19 or below	<input type="checkbox"/>	20-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60-64	<input type="checkbox"/>
65 or above	<input type="checkbox"/>				

NOTES:

The Company is committed to pursue actively a positive strategy to ensure fair representation of disadvantaged groups at all levels within its employ.

No applicant or employee will receive less favourable treatment on the grounds of age, sex or marital status, race, creed, ethnic or national origin, disability, religious beliefs, sexual orientation, or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The Company will continue to review its personnel policies and practices generally and take appropriate action to make this policy fully effective.

The monitoring exercise has been designed in accordance with guidelines from the Commission for Racial Equality and Equal Opportunities. The information will not be used for any other purpose than monitoring of the Equal Opportunities Policy. The analysis will be carried out by the Human Resources Department and all information supplied will be kept strictly confidential.