



Equal Opportunities Monitoring and Contact Form
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LSE SU and ARTS SU want to meet the aims and commitments set out in its equality policy. We are proud of the work that we do to tackle discrimination and we work hard to support a diverse and inclusive workforce. This includes adhering to the requirements of the Equality Act 2010, monitoring the diversity of our job applicants and building an accurate picture of the make-up of our workforce. We need your help and cooperation to enable us to do this, although filling in the Equal Opportunities Monitoring section of this form is voluntary and you can choose the “prefer not to say” option for any question. The more information we have, the better our data and therefore our target setting will be.

The information you provide will be stored confidentially and will only be accessible to the organisation’s Human Resources team. This form will be separated from your application prior to shortlisting.

By completing this form you will help us ensure that our recruitment process remains to be fair and free from bias.

Post applying for:	
Where did you see this position advertised or how did you learn of this post?	

Your Details:

Title (Miss/Ms/Mrs/Mr/Dr/ Mx/ Other, please specify)		Home address:	
First name(s):			
Surname:			

Preferred name:			
Preferred Gender Pronoun:*			
Date of birth:			
Mobile number:			
Home number:		Email address:	

* to find out more about Preferred Gender Pronouns please go to page 6 of Acas: Gender Identity Terminology:

<http://www.acas.org.uk/media/pdf/6/k/Gender-identity-terminology.pdf>

Right to Work

All successful applicants will be required to provide proof of their right to work in the UK. Further information on this can be found here:

<https://www.gov.uk/check-job-applicant-right-to-work>

Do you have the existing right to work in the UK?	
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Do you require a permit to work in the UK?	
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Criminal Convictions and Cautions

Do you have any unspent criminal convictions or cautions?	
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If you answered yes and are subsequently invited to interview, you will be asked to provide details of your unspent criminal convictions and/ or cautions to the organisation's Human Resources team.

Reasonable Adjustments

Under the Equality Act 2010 a disability is a physical or mental impairment that has a substantial and long term adverse effect on your ability to carry out day to day activities.

More information on this can be found here:

<https://www.gov.uk/definition-of-disability-under-equality-act-2010> or <http://www.equalityhumanrights.com/your-rights/employment/work-place-adjustments> ?

Do you consider yourself to have a disability?

Do you need us to make any reasonable adjustments in order for you to attend an **interview**?

If you are offered the position, do you require your **Line Manager** to contact you to discuss reasonable adjustments to take up employment with LSE SU & ARTS SU?

Notice period of current job:

Equal Opportunities Monitoring

Age

What is your age?

Age:

Prefer not to say

Caring responsibilities

Do you have caring responsibilities? If yes, please tick all that apply

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children	
Primary carer of disabled adult (18 and over)	
Primary carer of older person	
Secondary carer (another person carries out the main caring role)	
Prefer not to say	

Ethnic group

<i>What is your ethnic group?</i>	
Arab	
Asian or Asian British: Bangladeshi	
Asian or Asian British: Chinese	
Asian or Asian British: Indian	
Asian or Asian British: Pakistani	
Asian or Asian British: Other	
Black or Black British: African	
Black or Black British: Caribbean	
Black or Black British: Other	
Mixed: White and Asian	
Mixed: White and Black African	
Mixed: White and Black Caribbean	
Mixed: Other	
White: British	
White: Gypsy or Irish Traveller	

White: Irish	
White: Other	
Other, please specify:	
Prefer not to say	

Gender

<i>What is your gender?</i>	
Female	
Male	
Other, please specify	
Prefer not to say	

Gender identity

<i>Is your gender identity the same as the gender you were assigned with at birth?</i>	
Yes	
No	
Prefer not to say	

Married/ civil partnership

<i>Are you married or in a civil partnership?</i>	
Yes	

No	
Prefer not to say	

Religion or belief

<i>Which of the below best describes your religion or belief (including lack thereof)?</i>	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
No religion or belief (including Agnostic, Atheist, Humanist)	
Other, please specify:	
Prefer not to say	

Sexual Orientation

<i>Which of the below best describes your sexual orientation?</i>	
Bisexual	
Gay man	
Gay woman/ lesbian	
Heterosexual/ straight	



Other, please specify:	
Prefer not to say	

Declaration	
I declare that the information given on this form, and on my application form, is true to the best of my knowledge. I have not omitted any facts or information that might have a bearing on my application.	
I consent to my application data being processed in accordance with the principles of the Data Protection Act.	
Signed:	Dated:

Once completed, please send this form, along with your application form to the [email address specified in the job advert](#)