

#### Equal Opportunities Monitoring and Contact Form

LSESU and SUARTS 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 | **Home address:** |  |
| **First name(s):** |  |
| **Surname:** |  |
| **Date of birth:** |  |
| **Mobile number:** |  |
| **Home number:** |  | **Email address:** |  |

|  |  |
| --- | --- |
| **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? | YES / NO |
| Do you require a permit to work in the UK? [Is this needed?] | YES / NO |

|  |  |
| --- | --- |
| **Criminal Convictions and Cautions** | |
| Do you have any unspent criminal convictions or cautions? | YES / NO |
| *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 Manager.* | |

|  |  |
| --- | --- |
| **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? | YES / NO / Prefer not to say |
| Do you need us to make any reasonable adjustments in order for you to attend an interview, or take up employment with LSESU & SUARTS? | YES / NO |
| Do you require the Human Resources Manager to contact you to discuss reasonable adjustments? | YES / NO |

|  |  |
| --- | --- |
| **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 |  |

**Disability**

|  |  |
| --- | --- |
| *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.*  ***Do you consider yourself to have a disability?*** | |
| Yes |  |
| No |  |
| Prefer not to say |  |

**If you answered yes, please specify your disability:**

**Ethnic group**

|  |  |
| --- | --- |
| ***What is your ethnic group?*** | |
| 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**

|  |  |
| --- | --- |
| ***What is your gender?*** | |
| Female |  |
| Male |  |
| Other, please specify |  |
| Prefer not to say |  |

**Gender identity**

|  |  |
| --- | --- |
| ***Is your gender identity the same as the gender you were assigned with at birth?*** | |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Married/ civil partnership**

|  |  |
| --- | --- |
| ***Are you married or in a civil partnership?*** | |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Religion or belief**

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

**Sexual Orientation**

|  |  |
| --- | --- |
| ***Which of the below best describes your sexual orientation?*** | |
| 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* [jobs@su.arts.ac.uk](mailto:jobs@su.arts.ac.uk)