**Equal Opportunities Monitoring Form**

You are requested to complete this form to help us to ensure that all job applicants are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

This form is stored separately from your application and is not used for the purpose of recruitment decisions. If you are invited for interview, the information you have supplied on the form will not be viewed by the interviewing panel. It is strictly used for monitoring purposes only. See page 3 for the full Equal Opportunities Monitoring Policy and Procedure.

|  |  |
| --- | --- |
| **Title of post applied for and organisation name** |  |

Please answer the following questions by ticking the appropriate box:

**GENDER**

What is your gender? (If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Male** |  | **Female** |  | **Prefer not to say** |  |

**GENDER IDENTITY**

Do you identify as transgender/transsexual?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Yes** |  | **No** |  | **Prefer not to say** |  |

**AGE**

What is your age?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-17 |  | 18-21 |  | 22-30 |  | 31-40 |  | 41-50 |  |
| 51-60 |  | 61-65 |  | 66-70 |  | 71+ |  | Prefer not to say |  |

**ETHNIC GROUP**

How would you describe your nationality and/or ethnicity?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WHITE** |  | **MIXED RACE** |  | **ASIAN OR ASIAN BRITISH** |  |
| British – English, Scottish or Welsh |  | White and Black Caribbean |  | Indian |  |
| Irish |  | White and Black African |  | Pakistani |  |
| Other White background |  | White and Asian |  | Bangladeshi |  |
|  |  | Other mixed background |  | Other Asian background |  |
|  |  |  |  |  |  |
| **BLACK OR BLACK BRITISH** |  | **CHINESE AND OTHER GROUPS** |  |  |  |
| Caribbean |  | Chinese |  | Prefer not to say |  |
| African |  | Other ethnic group |  |  |  |
| Other Black background |  |  |  |  |  |

 **SEXUAL ORIENTATION**

Which of the following best describes your sexual orientation?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Bisexual |  | Prefer not to say |  |
| Gay man |  | Gay woman/lesbian |  |  |  |

**RELIGION OR BELIEF**

|  |
| --- |
| I would describe my religion or belief as: |
| I have no particular religion or belief |  |
| Prefer not to say |  |

**DISABILITY**

The Equality Act 2010 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 more than 12 months.

Do you consider that you have a disability under the Equality Act?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Don’t know |  | Prefer not to say |  |

If you have a disability that means you may need particular help in order to attend and/or participate in any part of the selection process, please give details in the box below:

|  |
| --- |
|  |

Thank you for completing this form. You are advised to return it to monitoring@alphaplus.co.uk as a password protected document, and to provide the password separately to the same email address, or by secure mail marked CONFIDENTIAL to Equal Opportunities Monitoring, AlphaPlus, Unit 109 Albert Mill, 10 Hulme Hall Road, Castlefield, Manchester, M15 4JY.

**Equal Opportunities Monitoring Policy and Procedure**

AlphaPlus recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. The Company will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public. All employees and those who act on the Company's behalf are required to adhere to this policy when undertaking recruitment activities.

As part of its commitment to equal opportunities AlphaPlus undertakes equality and diversity monitoring of the recruitment process.

**Procedure**

Applicants for full-time, part-time, temporary and contract roles are invited to complete an equal opportunities monitoring form at the point of application.

Completion of the form is voluntary. The information provided remains confidential, is stored securely and access is limited to only those staff with a role in processing and monitoring the data. Interview panels never have access to the related information.

Hard copy completed monitoring forms should be sent marked 'Strictly Confidential' addressed to Monitoring, AlphaPlus, Unit 109 Albert Mill, 10 Hulme Hall Road, Castlefield, Manchester, M15 4JY.

A separate email address, monitoring@alphaplus.co.uk, is provided to applicants for the return of completed forms electronically. Applicants should be instructed that emails be marked confidential and attachments should be encrypted with the key provided in a separate email to the same address.

The AlphaPlus monitoring email inbox is checked weekly by designated members of staff only. Completed forms are separated immediately from identifying emails or any other identifying information, to ensure anonymity of the data. Once this has been done the related emails are deleted. The anonymous forms are stored securely in a folder which identifies the related recruitment campaign only.

The data from completed forms are analysed to ensure no discrimination under the Equality Act 2010 has taken place in the recruitment process, and to build an accurate picture of the make-up of applicants and employees to encourage equality and diversity in the work force.