**William Ellis School**

## Equal Opportunities Recruitment Monitoring Form

Please complete this monitoring form and return it in the envelope provided. Attached to this form, you will find an explanation about why the details you provide are important both for you as an applicant and for us as an organisation committed to Equal Opportunities.

### HOW TO COMPLETE THIS FORM: Place a tick in the box that is most appropriate

**Post applied for: .........................................................................................**

1. My sex is Male Female

2. Do you consider yourself to have a disability? Yes No

The Disability Discrimination Act says that this would be a “substantial or long term physical or mental impairment or health issue which would adversely affect your ability to carry on normal day to day activity”

3. Which ethnic origin would you describe yourself as?

1. **Asian or Asian British (b) Black or Black British**

Bangladeshi African

Indian Caribbean

Pakistani Any other Black background

Any other Asian Background (please specify)

(please specify)

**(c) Chinese (d) Irish**

ChineseIrish

**(e) Mixed**  **(f) White**

Asian and White White British

Black African and White Any other White background

Black Caribbean and White (please specify)

Any other mixed background ...........................................................

(please specify)

..............................................................

**(g) Any other background**

(please specify) ..........................................

4. Please tick the box of the age group you belong to.

16 – 21 22 – 30 31 – 40 41 – 50 50 – 65 65+

5. How did you hear about the vacancy for which you have applied?

Staff Opportunities/Intranet TES Metro

Friend or relative Internet

Other (please specify) .......................................

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## Equal Opportunities Recruitment Monitoring Form

1. William Ellis School has a policy of providing equal opportunities in employment, with the aim that everyone who applies for work with us receives fair treatment. We also have certain legal responsibilities that require us to monitor our progress in this area. That is why we ask all applicants to complete this form.
2. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.
3. We understand that some applicants may be anxious about providing the personal details requested. Please be assured that you will be helping us to ensure that you receive fair treatment with your application when you complete this form.
4. 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 collection and reporting of sensitive data for monitoring purposes.
5. Returned forms will be collated and analysed by a designated member of the Senior Management Team/ HR Manager. The information obtained will be reported in an aggregated format that does not identify individuals. We are interested in School wide and departmental information only. Any information that could identify individuals will not be made available to any other person or organisation. school wide data will be used to help us to examine the effectiveness of our Equal Opportunities Policy and to respond to statistical requests from statutory, Government and employer organisations.
6. Please complete this form and seal it separately in the envelope provided. Return the envelope with your monitoring form together with your application form.
7. The envelope containing the monitoring form will be kept separate from the job application form, to ensure that none of the information that you have provided is used in the selection decision. The information that you provide will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.
8. Thank you for completing this form. We wish you success with your application.