COUNCIL OF THE ISLES OF SCILLY

Equal Opportunities – Recruitment Monitoring Sheet

***CONFIDENTIAL***

In accordance with its policy on equal opportunities in employment, the Council of the Isles of Scilly will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.

PLEASE ENTER A CROSS IN THE APPROPRIATE BOXES

**The post applied for:** ……………………………………………………………………Post Ref No:

The starting salary is:

□ Below £10,000 □£10,001-£15,000 □£15,001-£20,000

□ £20,001-£25,000 □£25,001-£30,000 □£30,001-£40,000 □over £40,000

The closing date for applications is: ………………………………………………………………………………….

**Gender at birth**

□ Female □ Male □Prefer not to say

**Age:**………………………………………………..

**Marital status:**

□ Married (opposite sex) □Married (same sex) □Civil partner

□Single □Other

**What is your sexual orientation?**

□Bisexual □Gay man □Gay woman/lesbian □Hetrosexual/straight

□Other □Prefer not to say

**Religion or belief**

□ No religion or belief □ Buddhist □Christian □ Hindu

□Jewish □Muslim □Sikh □Prefer not to say

□Other, please specify:………………………..

**Disability**

**Do you have any disabilities?**

**YES/NO**

This information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager

**Ethnic Origin**

(Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)

I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(a)** | **White** | **(b)** | **Black or Black British** | **(c)** | **Chinese or other ethnic group** | **(d)** | **Asian or**  **Asian British** | **(e)** | **Mixed** |
| □ | British | □ | Caribbean | □ | Chinese | □ | Indian | □ | White & Black Caribbean |
| □ | Irish | □ | African | □ | Any other \*  background | □ | Pakistani | □ | White & Black African |
| □ | Other white  background\* | □ | Other black  background\* |  |  | □ | Bangladeshi | □ | White & Asian |
|  | | | | | | □ | Other Asian  Background\* | □ | Other mixed background\* |

\*Enter other cultural background here

……………………………………………………………………………………………………………………………

**Where did you see this post advertised?**

…………………………………………………………………………………………………………………………..

**Data protection:** The Council of the Isles of Scilly treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the organisation in accordance with its data protection policy. Information about how your data is used and the basis for processing is provided in the Council of the Isles of Scilly's [job applicant privacy notice](https://www.xperthr.co.uk/policies-and-documents/job-applicant-privacy-notice-compliant-with-the-gdpr-/162692/).

I hereby give my consent to Council of the Isles of Scilly processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the data protection officer or Human Resources department.

**Applicant’s signature**:………………………………………………………….**Date**:………………………………………..

For office use only: □Shortlisted □Appointed □Reference