



Name:

Post Applied for:

Recruitment Monitoring Form

Please read our guidance notes overleaf before completing this form

Q1 Date of birth (insert)								Q2 Gender and Gender Identity			
D	D	M	M	Y	Y	Y	Y	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Q3 Ethnicity (mark one box only)								
White	White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	Other White	<input type="checkbox"/>		
Black or Black British	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Other Black	<input type="checkbox"/>		
Asian or Asian British	Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>
Mixed parentage or heritage	White and Black Caribbean	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Other mixed parentage	<input type="checkbox"/>
Chinese or other ethnic group	Chinese	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>				

Q4 Religion (mark one box only)									
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	None	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

Q5 Sexual Identity (mark one box only)					
Bisexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Q6 Disability: Do you consider yourself to have any disabilities?				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If 'Yes' please give brief details below:

Q7 Where did you first see this post advertised?	
<input type="checkbox"/>	National Media e.g. TES (please specify where)
<input type="checkbox"/>	Local Media e.g. Argus, Friday Ad (please specify where)
<input type="checkbox"/>	BHASVIC website
<input type="checkbox"/>	Any other media (please specify where)



Recruitment Monitoring Form Guidance Notes

Please be assured that the monitoring form is separated from the application form when it is received, and will not be included in the selection process.

Confidentiality – who has access to the monitoring information gathered?

Information provided on this form is kept strictly confidential at all times, with restricted access in our HR department. It is used for monitoring purposes only; it will not identify individuals and will be in statistical format.

What happens to the monitoring information gathered?

The information is used for monitoring our recruitment and selection process. This ensures that all applicants are treated fairly and appointed solely on their suitability for the post. If you are appointed, the information will be transferred on to your computerised personal record and the form destroyed. If you are not appointed the information will be included in our statistical data and your form will destroyed.

Why does the College monitor its recruitment process?

BHASVIC is committed to the principles within our Equality and Diversity Policy and Race Equality Policy. The aim of these policies is to ensure that the College's employment practices and procedures do not allow unfair discrimination. As part of this commitment we also have a specific duty to monitor the recruitment and selection process.

To enable us to meet our monitoring requirements, please complete sections 1 to 7 and return with your application form.

Ethnicity

The categories of ethnic origin reflect those chosen by the Office for National Statistics (for the) 2001 UK population census.

Disability

When answering the question on disability you should be aware that under the Disability Discrimination Act 1995 (amended December 2005) you are considered disabled if you:

- have a physical, mental or sensory impairment
- this impairment has an adverse effect which is substantial
- the effect is long-term (usually lasting, or likely to last, 12 months or more)
- the impairment has an adverse effect on your ability to carry out normal day-to-day activities

Please return this form, in a sealed envelope if you wish, together with your completed application form to:

Human Resources,
BHASVIC
205 Dyke Road
Hove
BN3 6EG