Recruitment Monitoring Form

Please read our guidance notes overleaf before completing this form

Name:

Post applied for:

|  |  |
| --- | --- |
| **Q1. PERSONAL DETAILS** | |
| **Date of birth:** | **Gender or gender identity:**  Male □ Female □  Prefer not so say □  Prefer to self-identify as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
| **Q2. Ethnicity: Please tick one of the boxes below** | | | |
| **White** | | **Black or Black British** | |
| **□** | British/English/Welsh/Scottish/Northern Irish | **□** | African |
| **□** | Irish | **□** | Caribbean |
| **□** | Gypsy or Irish traveller | **□** | Any other Black background |
| **□** | Any other White background |  | |
| **Asian or Asian British** | | **Mixed** | |
| □ | Indian | **□** | White and Asian |
| □ Pakistani | | **□** | White and Black African |
| □ Bangladeshi | | **□** | White and Black Caribbean |
| □ Chinese | | **□** | Any other mixed background |
| □ Any other Asian background | |  |  |
| **Other ethnic background (please specify)** | | **Prefer not to say** | |
| **□** | Arab | **□** |  |
| **□** | Any other ethnic background |  |  |

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| **Q3. SEXUAL IDENTITY: Please tick one of the boxes below** | | | | | |
| **□** | Bisexual | **□** | Gay | **□** | Heterosexual/Straight |
| **□** | Lesbian | **□** | Other | **□** | Prefer not to say |

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| --- | --- | --- | --- | --- | --- |
| **Q4.RELIGION: Please tick one of the boxes below** | | | | | |
| **□** | Buddhist | **□** | Christian | **□** | Hindu |
| **□** | Jewish | **□** | Muslim | **□** | None |
| **□** | Prefer not to say | **□** | Sikh | **□** | Other (please specify below) |
|  | | | | | |

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| --- | --- |
| **Q5. DISABILITY: Please tick one of the boxes below** | |
| Disability is defined in the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. | |
| Do you consider yourself to have a disability or long-term health related issue? | Yes **□** No **□** |
| If yes, please give brief details below: | |

|  |
| --- |
| **Q6. Where did you see this post advertised?** |
|  |

**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. Once the data is recorded the form is destroyed and the information is then 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 be destroyed.

**Why does the College monitor its recruitment process?**

BHASVIC is committed to the principles within our Equality, Diversity and Inclusivity 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.

**Ethnicity**

The categories of ethnic origin reflect those chosen by the Office for National Statistics (for the) 2011 UK population census.

**To enable us to meet our monitoring requirements, please complete sections 1 to 6 and return with your application form.**