 

**Blackburn Board of Finance and Education Recruitment Monitoring Form**

In accordance with our policy on equal opportunities in employment, we 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 whether they provide this information. Thank you for your assistance.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | |  | | | | |
| **Post Title** | |  | | | | |
| **Gender at birth** | | | | | | |
|  | Male | |  | Female |  | Prefer not to say |
| **Which of the following best reflects how you would describe your gender identity?** | | | | | | |
|  | Male | |  | Female |  | Non-Binary |
|  | Intersex | |  | Prefer not to say |  |  |
| If you would like to, please say how you describe your gender identity: | | | | |  | |
| **Does your gender identity align with the gender assigned to you at birth?** | | | | | | |
|  | Yes | |  | No |  | Prefer not to say |
| **Age** | |  | | | | |
| **What is your marital status?** | | | | | | |
|  | Married / Civil Partnership | |  | Single |  | Prefer not to say |
|  | Other please specify | |  | | | |
| **What is your sexual orientation?** | | | | | | |
|  | Bisexual | |  | Heterosexual |  | Homosexual |
|  | Prefer not to say | |  | Other please specify |  | |
| **Do you have any disabilities?** | | | | | | |
| 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. | | | | | | |
| A disabled person is defined under the Equality Act 2010 as someone with a ‘physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities.’ | | | | | | |
|  | Yes | |  | No |  | Prefer not to say |
| **How would you describe your ethnicity?** | | | | | | |
|  | Prefer not to say | |  |  |  |  |
| White: | | | | | | |
|  | British | |  | English |  | Scottish |
|  | Welsh | |  | Northern Irish |  | Irish |
|  | Irish Traveller | |  | Roma |  | |
|  | Other please specify | |  |  |  | |
| Asian, Asian British: | | | | | | |
|  | Indian | |  | Pakistani |  | Bangladeshi |
|  | Chinese | |  | Other please specify |  | |
| Black, African, Caribbean, Black British: | | | | | | |
|  | African | |  | Caribbean |  |  |
|  | Other please specify | |  | | | |
| Mixed/Multiple ethnic groups: | | | | | | |
|  | White & Black Caribbean | |  | White & Black African |  | White & Asian |
|  | Other please specify | |  | | | |
| Another ethnic group: | | | | | | |
|  | Arab | |  | Other please specify |  | |
| **What is your religion or belief?** | | | | | | |
|  | No religion or belief | |  | Buddhist |  | Christian |
|  | Hindu | |  | Jewish |  | Muslim |
|  | Sikh | |  | Prefer not to say |  |  |
|  | Other please specify | |  | | | |
| **Date** | |  | | | | |

**Data protection:** The organisation 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](https://blackburndbf.sharepoint.com/:w:/g/Governance/allpolicies/Ee8rWYNzlNBCtnRkiMaUUYYB7fp_anyBcGJWeE6o1v-DDQ?e=a60bZc).