May 2018

Dear Candidate

**Equalities Monitoring**

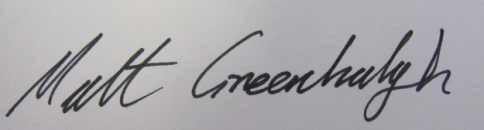
Thank you for your interest in the recent vacancy at this school. The school operates an equalities policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The enclosed form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form and return it to me in the enclosed envelope when you submit your application.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school’s HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely



Matthew Greenhalgh

Headteacher

Enc

**CONFIDENTIAL**

**Equalities Monitoring Form**

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be used in any part of the selection process.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School** | | Bordon Infant School | | | | | | | | | |
|  | |  | | | | | | | | | |
| **Post applying for:** | | Cleaner | | | | | | | | | |
|  | |  | | | | | | | | | |
| **Name:** | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| **Date of Birth:** | |  |  |  | | |  |  |  | | |
| **Gender Identity:**  How would you describe your gender identity?   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Female |  | Male |  | Transgender (M - F) |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Transgender (F - M) |  | Intersex |  | Gender neutral |  |  |  | | --- | --- | |  | Non-binary or you choose to define your gender in another way |   **Sexual Orientation:**  Please indicate your sexual orientation:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Heterosexual (straight) |  | Gay woman / lesbian |  | Bisexual | |  |  |  |  |  |  | |  | Gay man |  | Other |  | Prefer not to say |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Nationality:** |  | British |  | Irish | |  |  |  |  |  | |  |  | Other EU country |  | Other Non EU country |   **Ethnicity:**  Please indicate your ethnic origin:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **A** | **White** | **B** | **Mixed** | **C** | **Asian & Asian British** | |  | British |  | White & Black Caribbean |  | Indian | |  |  |  |  |  |  | |  | Irish |  | White & Black African |  | Pakistani |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Other White background\* |  | White & Asian |  | Bangladeshi | |  |  |  |  |  |  | |  | Other Mixed background\* |  | Other Asian background\* | | | | | | | | | | | | |
|  |  | | | |  |  | | | |  |  | |
| **D** | **Black & Black British** | | | | **E** | **Chinese or other group** | | | |  |  | |
|  | Caribbean | | | |  | Chinese | | | |  | I do not wish to disclose | |
|  |  | | | |  |  | | | |  | my ethnic origin to | |
|  | African | | | |  | Any other background \* | | | |  | Hampshire County Council | |
|  |  | | | |  |  | | | |  |  | |
|  | Other Black background \* | | | |  |  | | | |  |  | |

|  |  |
| --- | --- |
| **\*** Please indicate any other ethnic background: |  |

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | I do not wish to disclose my disability data to |
|  |  |  |  |  | Hampshire County Council |

**Thank you for completing this form.**

**Please return in a sealed envelope with your application form**

**stating your name, post applying for and the School – Not to be opened until appointment has been made.**

**The above information will not be shared with the selection panel prior to interview.**

**This information will be retained, confidentially and used for monitoring purposes.**