**EQUAL OPPORTUNITIES MONITORING FORM**

ESMS are an equal opportunities employer. No job applicant or employee will be treated more or less favourably on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

This questionnaire is intended to assist us monitor the effectiveness of our Equal Opportunities Policy and to enable us to comply with the terms of the relevant discrimination legislation.

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 only be seen by members of the ESMS HR department. The questionnaire will be detached from your application, 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 or not they provide this information. Thank you for your assistance.

|  |  |  |
| --- | --- | --- |
| **General Information** | | |
| Title: | First Name(s): | Surname: |
| Preferred pronouns: (e.g. She/Her) | | |
| Position applied for: | | |
| Where did you see this post advertised/hear about this position? | | |

|  |  |
| --- | --- |
| **Age & Sex** | |
| What is your sex? |  |
| Do you consider yourself to be trans, or have a trans history?  *Trans is a term used to describe people whose gender is not the same as the sex they were registered at birth.* | Yes  No  Prefer not to say  If yes, please specify (e.g. non-binary, trans man, trans woman): |
| Which age group do you fall into? | 16-22  23-35  36-45  46-55  56-64  65+. |

|  |  |
| --- | --- |
| **Disability** | |
| Do you consider yourself to have a disability or a health condition? | Yes  No  Prefer not to say |
| This information is used only for monitoring purposes. If you believe you 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 HR team ([recruitment@esms.org.uk](mailto:recruitment@esms.org.uk)). | |

|  |  |
| --- | --- |
| **Marital Status** | |
| Are you married or in a civil partnership? | Yes  No  Prefer not to say |

|  |  |
| --- | --- |
| **Religion, Religious Denomination or Body** | |
| What religion, religious denomination or body do you belong to? | Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other  please specify:  Prefer not to say |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ethnic Group** | | | | | |
| Please choose one section from A to E, and then tick **one** box which **best describes** your ethnic group or background. | | | | | |
| **A – Asian, Asian British** | **B – Black, Black British** | **C – Mixed or Multiple** | | **D – White** | **E - Other** |
| Pakistani  Indian  Bangladeshi  Chinese  Other  please specify:  Prefer not to say | African  Caribbean  Other  please specify:  Prefer not to say | Please specify:  Prefer not to say | | British  Scottish  English  Welsh  Irish  Other  please specify:  Prefer not to say | Please specify:  Prefer not to say |
|  | | | | | |
| **Sexual Orientation** | | | | | |
| Which of the following best describes your sexual orientation? | | | Heterosexual  Bisexual  Gay/lesbian  Other  please specify:  Prefer not to say | | |

|  |  |
| --- | --- |
| **Working Pattern** | |
| Are you currently employed? | Yes  No  Prefer not to say |
| What is your current working pattern? | Full time  Part time  Prefer not to say |
| If applicable, what is your flexible working arrangement? | None  Flexi-time  Term-time hours  Annualised hours  Job-share  Homeworking  Compressed hours  Other  please specify:  Prefer not to say |

|  |  |
| --- | --- |
| **Caring Responsibilities** | |
| Do you have any caring responsibilities? Please tick all that apply. | Primary carer of a child/children (under 18)  Primary carer of a disabled child/children  Primary carer of a disabled adult (18+)  Primary carer of an older person  Secondary carer  None  Other  please specify:  Prefer not to say |

|  |  |
| --- | --- |
| **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. Information about how your data is used and the basis for processing is provided in the ESMS’ job application process.  I hereby give my consent to ESMS 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 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 HR team ([recruitment@esms.org.uk](mailto:recruitment@esms.org.uk)). | |
| Signature: | Date: |

**Please return your completed Equal Opportunities Monitoring form to** [**recruitment@esms.org.uk**](mailto:recruitment@esms.org.uk) **with your application form.**

|  |
| --- |
| **Privacy Notice**  ESMS are committed to protecting your privacy. As part of any recruitment process, ESMS collects and processes personal data relating to job applicants. ESMS are committed to being transparent about how we collect and use that data and meet our data protection obligations. If you would like more information about how we use, store and process your information, and your rights in relation to this, please visit the ESMS jobs webpage (<https://www.esms.org.uk/about-esms/staff-vacancies>) for links to our Website Privacy Policy and our full Privacy Notice. |