BERLESDUNA ACADEMY TRUST

Recruitment Monitoring Information

Reference No: _____ **Post Title:** _____

Last Name: _____ **First Name(s):** _____

Berlesduna Academy Trust is committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. There is no obligation on you to provide this information. All applicants will be treated the same regardless of whether or not they provide this information. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, you can select the 'prefer not to say' option.

Age

- ☐ 15-19
- ☐ 20-24
- ☐ 25-29
- ☐ 30-34
- ☐ 35-39
- ☐ 40-44
- ☐ 45-49
- ☐ 50-54
- ☐ 55-59
- ☐ 60-64
- ☐ 65-69
- ☐ 70+
- ☐ Prefer not to say

Gender

- ☐ Male
- ☐ Female
- ☐ Prefer not to say

Ethnic origin

- ☐ Asian/Asian British – Bangladeshi
- ☐ Asian/Asian British – Indian
- ☐ Asian/Asian British – Pakistani
- ☐ Asian/Asian British – Other
- ☐ Black/Black British – African
- ☐ Black/Black British – Caribbean
- ☐ Black/Black British – Other
- ☐ Chinese
- ☐ Mixed – White and Asian
- ☐ Mixed – White and Black African
- ☐ Mixed – White and Black Caribbean
- ☐ Mixed other
- ☐ White – British
- ☐ White – Irish
- ☐ White – Other
- ☐ Other (please specify) _____
- ☐ Prefer not to say

Sexual orientation

- ☐ Heterosexual
- ☐ Bisexual
- ☐ Prefer not to say
- ☐ Lesbian
- ☐ Gay
- ☐ Transgender
- ☐ Other (please specify) _____

Continued overleaf

The information contained on this form will be held on a computer file for one month

Disability

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Disability Discrimination Act 1995 is as follows: 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities'.

To be protected under the Act.

- An individual must have an impairment which can be physical or mental. It has to be substantial, that is something more than minor or trivial.
- It needs to be long term i.e. the impairment has lasted or is likely to last in total for at least twelve months or more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) and
- It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles).
- The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:
  - mobility
  - manual dexterity
  - physical co-ordination
  - continence
  - ability to lift, carry or otherwise move everyday objects
  - speech, hearing or eyesight
  - memory or ability to concentrate, learn or understand
  - perception of the risk of physical danger

☐ I do consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

☐ I do not consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

☐ I prefer not to say.

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems for 4 working weeks, after which time it will be destroyed. I acknowledge the data is collated for purposes of equal opportunities monitoring and will be processed in accordance with the Data Protection Policy.

Signed: _____ Date: _____