

# Equality & Diversity Monitoring

THIS FORM WILL NOT BE USED FOR LONG LISTING AND/OR SHORTLISTING



Macclesfield College, as an equal opportunities employer, values diversity and intends that no applicant, employee or users of its services shall receive less favourable treatment on the grounds of gender, age, marital status, disability, race or ethnic background, offending background or disadvantaged by conditions or requirements which cannot be shown to be otherwise justified.

In order to ensure the effectiveness of our policy, in relation to the recruitment and selection of staff, all applicants are requested to complete this form. Only by collecting this information can the College progressively assess its performance against the aims of the policy and identify areas where improvements should be made, in line with the Equality Act 2010.

Position Applied for:

## Personal Details (Please use Block Capitals)

Home Postcode:

Marital Status:  Single  Married  Civil Partnership  Divorced  Widowed  Other (Please tick)

Gender:  Male  Female (please tick)

Date of Birth:

Gender Identity: Is your gender identity the same as the gender you were assigned at birth?  Yes  No

Age:  16-19  20-29  30-39  40-49  50-59  60-65  Over 65 (Please tick)

Nationality:

Ethnic Origin: I would describe my ethnic origin as

- |  |  |
|--|--|
| <input type="checkbox"/> Asian or Asian British—Bangladeshi                | <input type="checkbox"/> Asian or Asian British—Indian                     |
| <input type="checkbox"/> Asian or Asian British—Pakistani                  | <input type="checkbox"/> Asian or Asian British—any other Asian background |
| <input type="checkbox"/> Black or Black British—African                    | <input type="checkbox"/> Black or Black British—Caribbean                  |
| <input type="checkbox"/> Black or Black British—any other Black background | <input type="checkbox"/> Chinese   |
| <input type="checkbox"/> Mixed—White and Asian                             | <input type="checkbox"/> Mixed—White and Black African                     |
| <input type="checkbox"/> Mixed—White and Black Caribbean                   | <input type="checkbox"/> Mixed—any other Mixed background                  |
| <input type="checkbox"/> White—British                                     | <input type="checkbox"/> White—Irish                                       |
| <input type="checkbox"/> White—any other White background                  |  |

Categories as used by the Office for National Statistics

Faith/Religion:

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None

Other, please specify.....

Sexual Orientation:

Which of these options best describes how you think of yourself?

Bisexual  Heterosexual/straight  Lesbian/gay  Other  Prefer not to say

Disability: Do you consider yourself to have a disability?  Yes  No

If Yes, please describe:

Are there any special arrangements/adjustments that need to be made for the job interview? If none, please state none:

Should you be short-listed we will contact you to discuss these arrangements further.



CONTINUED OVERLEAF

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**Recruitment Source:** Please state where you saw this vacancy advertised or how you became aware of it.

- |  |   |
|--|---|
| <input type="checkbox"/> Times Educational Supplement          | <input type="checkbox"/> Macclesfield Express Group     |
| <input type="checkbox"/> Job Centre                            | <input type="checkbox"/> Internal College advertisement |
| <input type="checkbox"/> Word of mouth                         | <input type="checkbox"/> Internet. Please state site    |
| <input type="checkbox"/> Other publication, please state ..... |   |

Candidate Ref No. (Human Resources use only):

Date

.....

Data collected on this form will be processed for the purpose of monitoring equal opportunities in the selection process. All information will remain confidential, will not be circulated to the short-listing panel and forms no part of the selection process. It will, however, be necessary to share information about disability during the selection process in order to guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post and/or to ascertain what support and assistance may be required. It will form part of the personal, confidential record of the successful applicant.