**Equal Opportunities Monitoring Form**

 **Date:**

 **Role Applied For:**

|  |
| --- |
| **HOW DID YOU HEAR ABOUT THIS VACANCY?** |
|  |

All information gathered within this form will be treated as confidential and separated from application forms before any selection process take place. We will ensure in any analysis that is made public will be purely statistical and that it will not be possible to identify you.

## Monitoring ethnicity

The following sets out categories for monitoring ethnicity. We ask you to respond to this information request positively as it will help us ensure our policies and practices do not inadvertently discriminate against you because of your ethnicity.

#### How would you describe yourself?

Choose ONE section from A to E, and then tick the most appropriate box

A Asian or Asian British

 [ ]  Bangladeshi

 [ ]  Chinese

 [ ]  Indian

 [ ]  Pakistani

 [ ]  Other Asian background, please write: .......................

B Black or Black British

 [ ]  African

 [ ]  Caribbean

 [ ]  Other Black background, please write: .......................

C Mixed Heritage

 [ ]  White and Asian

 [ ]  White and Black African

 [ ]  White and Black Caribbean

 [ ]  Other Mixed background, please write: ......................

D White or White British

 [ ]  British

 [ ]  European

 [ ]  Irish

 [ ]  Other White background, please write: ......................

E Other, please write: .......................

 [ ]  Arab

 [ ]  Cypriot

 [ ]  Other, please write: .......................

 [ ]  Prefer not to say

## Disability monitoring

To make positive changes, Phoenix wants to address the different barriers faced by people with disabilities. Many people who do not consider themselves to have a disability may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

What do we mean when we say disability?

* Do you have a physical or mental impairment?
* Is it long term?
* Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barrier.

#### Do you consider yourself to have a disability or a long-term health condition?

 [ ]  Yes [ ]  No

#### What is the effect or impact of your disability or health condition?

[ ]  Prefer not to say

Phoenix is committed to creating an environment where barriers are removed for people with disabilities and they can give their best to succeed in our organisation.

## Gender monitoring

Concentrations of either men or women in certain jobs, the impact of family commitments, are just some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring all employees have access to the same opportunities and Phoenix is committed to work towards achieving this.

#### Would you describe yourself as:

 [ ]  Female [ ]  Male [ ]  Transgender [ ]  Prefer not to say

## Sexual orientation

The following sets out categories for monitoring sexual orientation. We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your sexual orientation.

#### What is your sexual orientation?

 [ ]  Bisexual

 [ ]  Gay Man

 [ ]  Gay Woman / Lesbian

 [ ]  Heterosexual / Straight

 [ ]  Other

 [ ]  Prefer not to say

## Age monitoring

We all have an age. Age discrimination regulations in the workplace are designed to ensure you are judged only by your abilities and not your age. Greater experience does not always associate itself with a greater ability, nor does older age associate itself with an inability to learn new skills. By monitoring age we seek to uncover these and other assumptions in the way we work in Phoenix.

What age bracket are you in?

[ ]  18-19 [ ]  20-24 [ ]  25-29 [ ]  30-34 [ ]  35-39

[ ]  40-44 [ ]  45-49 [ ]  50-54 [ ]  55-59 [ ]  60-65

[ ]  65-69 [ ]  70+

## Religion and belief monitoring

Whether or not you have a religion and what you do or don’t believe in is likely to make a difference to you and how you perceive the world. These perceptions are carried across into our workplaces.

It is said by some that what you do or don’t believe is a private matter that should have no effect on your job. It is indeed a private matter but it would be disingenuous to say that it had no effect on your employment. For example, if Phoenix were to run training events or taster sessions during periods of religious fasting, some colleagues might be placed at a disadvantage.

Phoenix is committed to ensuring fairness and equal access to all employees whatever their faith or beliefs.

Below is a list of religions most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance; furthermore we acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended.

#### Please tick the box that best describes you:

 [ ]  Buddhist [ ]  Christian

 [ ]  Hindu [ ]  Jew

 [ ]  Muslim [ ]  Sikh

 [ ]  Other Religion or Belief (please state) ............................

 [ ]  No Religion

 [ ]  Prefer not to say