

Equal opportunities monitoring form

We are an equal opportunity employer.

The basis of our policy is to ensure that no one receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. More than this, we are committed to increasing our representation of minority groups within our staff team, and to supporting **all** colleagues to benefit from opportunities that may come up during their employment.

To ensure that our policy is fully and fairly implemented and monitored, to support us to ensure that there is support in place for all groups of staff and for no other reason, would you please provide the following information:

Where/how did you learn about the vacancy for the role that you have applied for?

What encouraged you to apply for the vacancy?

# Age

* Prefer not to say
* School age
* Over school age – 17

o 18-24

o 25-34

o 35-44

o 45-54

o 55-64

o 65-74

o 75+

# Disability

Do you have a disability?

* Prefer not to say
* As far as I am aware, I don’t have a disability
* No, I don’t have a disability
* Yes, I am aware I have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is 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.’ For these purposes, ‘long term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur.

Do you require any reasonable adjustments either temporarily or permanently to support you to undertake the role that you have been appointed to?

* No, I do not require any adjustments
* Prefer not to say
* Yes, I will discuss these with my line manager and HR

# Ethnicity

* Prefer not to say

Asian or Asian British

* Bangladeshi
* Indian
* Pakistani
* Other Asian background (Please specify )

Black or Black British

* African
* Caribbean
* Other Black background (Please specify )

Chinese and other groups

* Chinese
* Other ethnic group (Please specify )

Mixed race

* White and Asian
* White and Black African
* White and Caribbean
* Other Mixed background (Please specify )

White

* British
* Irish
* Other White background (Please specify )

# Religion or belief

* Prefer not to say
* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Other (Please specify )
* No religion

# Gender – please confirm how you identify:

* Prefer not to say
* Female
* Male
* Non-binary
* Prefer to self-describe:

# Is your gender the same as the sex you were registered at birth?

* Prefer not to say
* Yes
* No
* Comments:

# What sexual orientation do you identify with?

* Prefer not to say
* Asexual
* Bisexual
* Gay
* Heterosexual/straight
* Lesbian
* Pansexual
* Queer
* Other (Please specify )

# Data protection statement

Data Controller name: Letchworth Garden City Heritage Foundation

The Foundation uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice which is *available on our intranet for your information.* Please speak to your manager with any queries in the first instance.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your application for employment is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting your line manager in the first instance

Signature: Date: