Equal Opportunity Monitoring

**STRICTLY CONFIDENTIAL**

**Position applied for:**

**Reference number:**

**(to be completed by manager)**

Kelburn Estate is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee 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.

Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

We would like to use your data to ensure that this policy is fully and fairly implemented. We will use your data to compile statistics on the representation amongst our workforce of the categories listed. To use this information, we need your consent. Signing in the space below will indicate that you consent to your data being used for the purposes stated. You may withdraw your consent at any time by contacting (The Accounts Manager by email at Finance@kelburnestate.com). Completion of this form is optional. Any responses you give will assist us in our commitment to equality, diversity and inclusion in the workplace. Your responses will be kept strictly confidential and will not be used in any decisions affecting you.

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| --- | --- | --- |
| Signature |  | |
| Print name |  | |
| Date |  |

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| Please provide the following information: |
| Which of the following best describes your gender?  Male  Female  Prefer to self-describe  Prefer not to say   Option to self-describe, please add here: |
| Gender Identity: Do you identify as trans?  Yes  No  Prefer your own term  Prefer not to say   Option to self-describe, please add here: |
| Is the gender you identify with the same as your gender registered at birth?  Yes ☐ No ☐ Prefer not to say ☐ |
| Age  16-24  25-29  30-34  35-39  40-44  45-49   50-54  55-59  60-64  65+  Prefer not to say  |
| What is your ethnicity?  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:  Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   Any other Asian background, please write in:    Black, African, Caribbean or Black British  African  Caribbean  Prefer not to say   Any other Black, African or Caribbean background, please write in:  Mixed or Multiple ethnic groups  White and Black Caribbean  White and Black African  White and Asian  Prefer not to say   Other Mixed or Multiple ethnic background, please write in:  White  English  Welsh  Scottish  Northern Irish  Irish  British   Gypsy or Irish Traveller  Prefer not to say   Any other White background, please write in:  Other ethnic group  Arab  Prefer not to say   Any other ethnic group, please write in:  Do you consider yourself to have a disability or health condition?  Yes  No  Prefer not to say   What is the effect or impact of your disability or health condition on your work? Please write in here:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.  Which of the following best describes your sexual orientation?  Heterosexual  Gay  Lesbian  Bisexual   Prefer to self-describe  Prefer not to say   Option to self-describe, please add here:  What is your religion or belief?  No religion or belief  Buddhist  Christian  Hindu  Jewish   Muslim  Sikh  Prefer not to say   If other religion or belief, please write in: |