**Diversity, Equality and Inclusion Monitoring Form**

In accordance with our policy on equality and diversity we are committed to providing equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. We are also committed to employing a workforce that reflects the communities we serve.

To help us assess how successful our equality and diversity policy is being implemented we have set up a system to monitor all job applications. We would therefore be grateful if you would complete the monitoring questions on this form (please note there is no obligation on you to provide this information, and if you choose not to, it has no bearing on your application). We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment (except your name if you are shortlisted for interview). The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

|  |  |
| --- | --- |
| **Post title:** |  |
| **Location:** |  |
| **Full name:** |  |
| **What is your preferred pronoun?**  **Mr Mrs Miss Ms Mx** | |
| **1. Which of the following best reflects how you would describe your gender identity?** | |
| Female | Trans |
| Male | Other |
| Non-Binary | Prefer not to say |
| **2. Is your gender identity the same as the gender you were assigned at birth?** | |
| Yes | No |
| Prefer not to say |  |
| **3. Age and date of birth:** |  |
| **4. How would you identify/describe your sexual orientation?** | |
| Bisexual | Gay/lesbian |
| Heterosexual | Other |
| Prefer not to say |  |
| **5. Do you have any disabilities?**  This information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager. | |
| Yes | No |
| Prefer not to say |  |
| If you have responded “Yes” to Q5 above, which disability or disabilities do you consider yourself to have? | |
| Learning Disability | Physical disability or impairment |
| Mental Health disability | Sensory disability or impairment |
| **6. Ethnic origin**  - Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.  I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): | |
| **A White:** | |
| British | English |
| Scottish | Welsh |
| Irish | Northern Irish |
| Gypsy or Irish Traveller | Other White background, please specify: |
| Prefer not to say |  |
| **B Mixed/Multiple ethnic groups:** | |
| White and Black Caribbean | White and Black African |
| White and Asian | Other Mixed/Multiple ethnic background, please specify: |
| Prefer not to say |  |
| **C Asian, Asian British:** | |
| Indian | Pakistani |
| Bangladeshi | Chinese |
| Other Asian background, please specify: | Prefer not to say |
| **D Black, African, Caribbean, Black British:** | |
| African | Caribbean |
| Afro-Caribbean | Black British |
| Other Black, African, Caribbean background, please specify: | Prefer not to say |
| **E Other ethnic group:** | |
| Arab | Other ethnic group, please specify: |
| Prefer not to say |  |
| **7. Religion or belief** | |
| No religion or belief | Buddhist |
| Christian | Hindu |
| Jewish | Muslim |
| Sikh | Other, please specify: |
| Prefer not to say |  |
| **Where did you see this post advertised?:** | |
| Another organisation (please specify): | Charity Job Website |
| CV Library | Guardian |
| Indeed website | Internally (please specify): |
| Jobsite | LinkedIn |
| NHS Jobs Website | Reed Website |
| Compass Website | Word of mouth |
| Other, please specify: |  |
| **Data protection:** The organisation treats personal data collected for monitoring equality and diversity in recruitment, selection and, if relevant, employment within the organisation in accordance with its [data protection policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy/162690/). Information about how your data is used and the basis for processing is provided in the organisation's [job applicant privacy notice](https://www.xperthr.co.uk/policies-and-documents/job-applicant-privacy-notice/162692/).  I hereby give my consent to Compass processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the Compass HR team. If you have any feedback on this form, please contact HR. | |
| **Applicant's signature:** | **Date:** |

**If you would like to return this form via Compass’ secure email, please contact us at** [**recruitment@compass-uk.org**](mailto:recruitment@compass-uk.org) **so we can get you set up to use our secure mail system.**