## Equal opportunities monitoring

Headway is committed to eliminating discrimination in employment practices. It is the organisation’s aim to select on the basis of suitability and capability to do the job and to ensure all candidates are treated solely on the grounds of merit without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Please assist us to monitor our Equal Opportunity Policy, by completing the details requested below. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

**All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.**

**Post applied for:** .............................................................................................................................................

##### Full name: ................................................ Previous name (if applicable): ...................................................

**Age:** 🞏 Under 20 🞏 20-30 🞏 30-40 🞏 40-50 🞏 50-60 🞏 60+

Where did you learn of this vacancy?

(If advertisement, please state in which publication) .....................................................................................

1 **Gender** (please tick)

🞏 Male 🞏 Female 🞏 Prefer not to say

(If you are undergoing gender reassignment, please use the gender you identify with)

2 **Gender identity**

Do you identify as transgender/transsexual?

🞏 Yes 🞏 No 🞏 Prefer not to say

3 **Sexual orientation** (please tick)

Towards persons of the same sex (gay woman/ lesbian) 🞏

Towards persons of the same sex (gay man) 🞏

Towards persons of the opposite sex (heterosexual) 🞏

Towards persons of the same and opposite sex (bisexual) 🞏

Prefer not to say 🞏

3 **Disability**

The Equality Act 2010 defines a disability as 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". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you have a disability under the Equality Act (please tick):

🞏 Yes 🞏 No 🞏 Prefer not to say 🞏 Used to have a disability but have now recovered

If yes, what is the nature of your disability?

🞏 Brain injury 🞏 Mobility 🞏 Physical co-ordination 🞏 Learning disability

🞏 Mental health 🞏 Sensory 🞏 Other (please state) .........................................................

4 **Ethnic origin**

Please tick one of the following, which you feel most accurately, describes your ethnic origin.

|  |  |  |  |
| --- | --- | --- | --- |
| White | Mixed | **Asian or Asian British** | Black or Black British |
| 🞏 British  🞏 English  🞏 Irish  🞏 Scottish  🞏 Welsh  🞏 European  🞏 Any other white background (please specify) | 🞏 White & Asian  🞏 White & Black African  🞏 White & Black Caribbean  🞏 Any other mixed background (please specify) | 🞏 Bangladeshi  🞏 Indian  🞏 Pakistani  🞏 Any other Asian background (please specify) | 🞏 African  🞏 Caribbean  🞏 Any other Black background (please specify) |
| **🞏** Prefer not to say | | | |

5 **Religion and belief**

The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended.

🞏 Buddhism 🞏 Judaism 🞏 No religion

🞏 Christianity 🞏 Islam 🞏 Prefer not to say

🞏 Hinduism 🞏 Sikhism 🞏 Other religion/belief (please specify) .........................................