

Equal Opportunities Monitoring Form 2021+

ADMINISTRATOR RECRUITMENT

Graeae is an Equal Opportunities employer. This means that everyone who works for us is treated equally, whatever their race, colour, ethnic or national region, sex, marital status, responsibility for children or dependents, disability, sexual orientation, religion or political beliefs.

To ensure this policy is effective we request you complete this form and return it with your application. This monitoring form is for statistical purposes only and will be kept separate from the information used in the selection process.

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| 1. Gender |

Do you identify as:

* Man
* Woman
* Intersex
* Non-binary
* Prefer not to say
* If you prefer to use your own term, please specify here…………………………
* If the gender you have now is different to what you were assumed to be at birth, please tick this box.

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| 2. Age |

* 0-19 Age\_\_\_\_\_\_\_\_\_\_
* 20-34
* 35-49
* 50-64
* Over 65
* Prefer not to say

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| 3. 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 or Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:

***White***

British 🗆 Irish 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

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| 4. Disability |

(please tick all that apply)

* Do you consider yourself to be:
* Deaf or Disabled
* Have a long-term health condition
* Neuro-divergent
* Non-disabled
* Prefer not to say

The information in this form is for monitoring purposes only. If you have any access requests there will be opportunities to request this through an Access Audit issued separately.

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| 5. Sexual Orientation (18+ Only) |

**What is your sexual orientation?**

Bisexual/Pansexual 🗆 Gay man 🗆 Gay woman/lesbian 🗆 Heterosexual 🗆

Queer 🗆 Prefer not to say 🗆 If other, please write in:

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| 5. Socio-Economic Background (18+ Only, voluntary) |

Please enter the occupation of the main/highest income earner in your household when you were 14.

* Modern Professional Occupations
* Clerical and Intermediate Occupations
* Senior Managers and Administrators
* Technical and Craft Occupations
* Semi-Routine Manual and Service Occupations
* Routine Manual and Service Occupations
* Middle or Junior Managers
* Traditional Professional Occupations
* Short Term Unemployed
* Long Term Unemployed
* Retired
* Not applicable
* Don’t know
* Prefer not to say
* Other – please specify

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| 6. Recruitment |

How did you learn about this vacancy?

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| 7. Declaration of Consent |

Graeae 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 job applicant privacy notice which is available on our website.

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 job application 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 Kevin Walsh, Executive Director on [kevin@graeae.org](mailto:kevin@graeae.org).

Signature:

Date: