

# IES equal opportunities monitoring form

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We are 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.

To ensure that this policy is fully and fairly implemented and monitored and, for no other reason, we collect your personal details separately from the information in your application form. Please would you provide the following information:

## Your personal details

Surname		Forename(s)	
Unique candidate reference: Please provide the first two letters of your forename and surname above (e.g <b>JO</b> , <b>SM</b> for John Smith)			
Address:			
Post code:			
Tel. no.: (private)		Tel. no.: (business)	
Mobile:		May we contact you on the business number?	
Email:			
Nationality		Do you require a UK work permit?	
What is your current status (please tick those that apply):		<input type="checkbox"/> Employed (full-time) <input type="checkbox"/> Employed (part-time) <input type="checkbox"/> Studying full-time: please state when you would be available for work (month/year) <input type="checkbox"/> Studying part-time <input type="checkbox"/> Not currently employed or studying	

## Age

- |   |                                |                                |
|---|--------------------------------|--------------------------------|
| <input type="checkbox"/> Prefer not to say    | <input type="checkbox"/> 25-34 | <input type="checkbox"/> 55-64 |
| <input type="checkbox"/> Over school age - 17 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 65-74 |
| <input type="checkbox"/> 18-24                | <input type="checkbox"/> 45-54 | <input type="checkbox"/> 75+   |

## Disability

Do you have a disability?

- |  |  |
|--|--|
| <input type="checkbox"/> Prefer not to say                   | <input type="checkbox"/> No, I don't have a disability                   |
| <input type="checkbox"/> Yes, I am aware I have a disability | <input type="checkbox"/> As far as I am aware, I don't 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.

## Ethnicity

**Prefer not to say**

### Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Other Asian background, please specify:  
.....

### Chinese and other groups

- Chinese
- Other ethnic group, please specify:  
.....

### Black or Black British

- African
- Caribbean
- Other Black background, please specify.....

### Mixed race

- White and Asian
- White and Black African
- White and Caribbean
- Other Mixed background, please specify.....

### White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Other White background, please specify .....

## Religion or belief

- Prefer not to say
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- No religion
- Other, please specify.....

## Gender

- Prefer not to say
- Female
- Male
- Other

## Sexual orientation

- Prefer not to say
- Lesbian
- Gay man
- Bisexual
- Heterosexual/straight

## Socio Economic Background

### Which type of school did you attend for the most time between the ages of 11 and 16?

- A state-run or state-funded school
- Independent or fee-paying school
- Attended school outside the UK
- I don't know
- Prefer not to say

### What is the highest level of qualification achieved by either of your parent(s) or guardian(s) by the time you were 18?

- Above degree level (e.g. MA, MSc, MPhil, PhD)
- Degree or equivalent (e.g. first or higher degrees, postgraduate diplomas, NVQ/SVQ Level 4 or 5)
- Below degree level (e.g. A level, SCE Higher, GCSE, O level, SCE Standard/Ordinary, NVQ/SVQ, BTEC)
- No qualifications
- I don't know
- Prefer not to say
- Not applicable

### Please tell us about the occupation of your main household earner when you were aged 14.

- Modern professional occupations such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer.
- Clerical and intermediate occupations such as: secretary, personal assistant, clerical worker, call centre agent, nursery nurse.
- Senior managers or administrators (usually responsible for planning, organising and co-ordinating work, and for finance) such as: finance manager, chief executive.
- Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.
- Semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant.

- Routine manual and service occupations such as: HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.
- Middle or junior managers such as: office manager, retail manager, bank manager, restaurant manager, warehouse manager
- Traditional professional occupations such as: accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer.
- Long-term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)
- Retired
- This question does not apply to me
- I don't know
- Prefer not to say

## Data protection statement

Data Controller name: Institute for Employment Studies

We use this information to review compliance with our 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 for job applicants, found here: <https://www.employment-studies.co.uk/vacancies/job-applicant-privacy-policy>

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 and information supplied on your application form. You are confirming that all information supplied on your application form is true and accurate. Once you have given consent, you may withdraw it at any time by contacting Catherine Hogan, HR Manager at [Catherine.Hogan@employment-studies.co.uk](mailto:Catherine.Hogan@employment-studies.co.uk)

Signature:

Date: