**Equal Opportunities Monitoring Form**

In accordance with our equal opportunities policy, we will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

In order to enable compliance with our policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an entirely anonymised format and the form will then be securely and effectively destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by Human Resources for the purpose of providing statistics for monitoring the existence or absence of equal opportunities in recruitment, with a view to enabling such equal opportunities to be promoted or maintained. This form does not comprise part of your job application and it will therefore be provided to us and stored separately.

It will not be seen by the individuals shortlisting, interviewing or making the recruitment decision.

**You are under no obligation whatsoever to complete this form if you do not wish to do so**. If you do complete it, thank you for your assistance in doing so. Please tick the sections that apply to you.

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Post title:** | Patient Participation Lead | |
| **Gender:** | | |
| Male |  | |
| Female |  | |
| Transgender |  | |
| Undergone, or undergoing, male to female gender reassignment |  | |
| Undergone, or undergoing,  female to male gender reassignment |  | |
| Non-binary |  | |
| Other (please specify) |  | |
| Prefer not to say |  | |
| **Marital status:** | | |
| Married |  | |
| Single |  | |
| In a civil partnership |  | |
| Other (please specify) |  | |
| Prefer not to say |  | |
| **Age band:** | | |
| Under 18 |  | |
| 18 – 29 |  | |
| 30 -39 |  | |
| 40 - 49 |  | |
| 50 - 59 |  | |
| 60 - 65 |  | |
| Over 65 |  | |
| Prefer not to say |  | |
| **Sexual orientation:** | | |
| Heterosexual |  | |
| Homosexual |  | |
| Bisexual |  | |
| Other (please specify) |  | |
| Prefer not to say |  | |
| None |  | |
| **Disabilities:\*** | | |
| Physical disability (please specify) |  | |
| Mental disability (please specify) |  | |
| Prefer not to say |  | |
| **Race/nationality/ethnic origin:** | | |
| **White** | English |  |
|  | Scottish |  |
|  | Welsh |  |
|  | Irish |  |
|  | British |  |
|  | Other white background (please specify) |  |
| **Mixed** | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Black British |  |
|  | White and Asian |  |
|  | Other mixed background (please specify) |  |
| **Asian** | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | British |  |
|  | Other Asian background (please specify) |  |
| **Black** | Caribbean |  |
|  | African |  |
|  | British |  |
|  | Other black background (please specify) |  |
| **Chinese** |  |  |
| **Other ethnic group (please specify)** |  | |
| Prefer not to say |  | |
| **Religion:** | | |
| Christian (please specify denomination) |  | |
| Jewish |  | |
| Sikh |  | |
| Muslim |  | |
| Hindu |  | |
| Buddhist |  | |
| Rastafarian |  | |
| Baha’i faith |  | |
| Shinto |  | |
| Chinese folk religion |  | |
| Non-religious/non-believer |  | |
| Other religion (please specify) |  | |
| Prefer not to say |  | |

\*The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities.

Long term means that the impairment has lasted or is likely to last for at least twelve months or for the rest of the person’s life, and substantial means that the adverse effect is more than minor or trivial. Where you are taking measures to treat or correct an impairment (other than by using spectacles or contact lenses) and, but for those measures, the impairment would be likely to have a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities, it still constitutes a disability.

“Hidden” impairments, such as mental health conditions, diabetes and epilepsy may also count as disabilities where they meet the Equality Act’s definition. In addition, cancer, multiple sclerosis and HIV infection are deemed to be disabilities from the point of diagnosis, even if you are currently able to carry out normal day-to-day activities, and if you have been certified as blind, severely sight impaired, sight impaired or partially sighted by a consultant ophthalmologist, you are deemed have a disability.

If you are not sure whether your health condition amounts to a disability, please specify it anyway, unless you would prefer not to say. For example, this might include:

* a sensory impairment, such as those affecting sight or hearing (excluding those that are corrected by wearing spectacles or contact lenses)
* an impairment with fluctuating or recurring effects, such as rheumatoid arthritis, myalgic encephalitis (ME), chronic fatigue syndrome, fibromyalgia, depression and epilepsy
* a progressive condition, such as motor neurone disease, muscular dystrophy and forms of dementia
* an auto-immune condition, such as lupus and Crohn’s disease
* an organ specific condition, including a respiratory condition, such as asthma and cardiovascular disease
* a developmental condition, such as autistic spectrum disorder, dyslexia and dyspraxia
* a learning disability, such as Down’s syndrome
* a mental health condition, an eating disorder, bipolar disorder, obsessive compulsive disorder, personality disorder and post-traumatic stress disorder
* mental illness, such as severe depression and schizophrenia
* a condition arising as a result of a bodily injury, such as a brain injury.

This list is intended to provide general guidance only and it is not exhaustive.

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| **Consent form** | |
| I confirm that I have been given a genuine choice as to whether I wish to complete this form. My explicit consent to the Company processing my personal data supplied on this form, for the purpose of providing statistics for monitoring the existence or absence of equal opportunities in recruitment, is therefore freely given and informed.  I also understand that I have the right to withdraw my consent at any time and that I may do this by sending an e-mail or other written communication to the Company’s data protection officer and I have been advised that they can be contacted by emailing Justlife’s **Business Support Manager**, Andy Morris. [andy@justlife.org.uk](mailto:andy@justlife.org.uk) or in writing to:  Justlife Foundation  1479-1489 Ashton Old Road  Openshaw  Manchester M11 1HH.  Telephone: 0161 285 5888 | |
| **Signed** | **Date** |