**HFL Education - Equal Opportunities Monitoring Form**

**(Formerly Herts for Learning Ltd)**

HFL Education is committed to providing equal opportunities and fair treatment for all job applicants and aims to eradicate unconscious bias within the recruitment process by anonymising applications toselect people for employment based on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

We collect employee equality information to help us make sure our policies and working practices are inclusive and non-discriminatory. We also want to ensure we attract a wide range of people in our belief that a diverse workforce will be more tuned into delivering an excellent service and meets the needs of our clients.

The Equality Act 2010 sets out the different ways in which it is unlawful to treat someone. In order for us to monitor our Equality and Diversity Policy (HFL), applicants for positions within HFL are asked to provide the information below. This document will be kept separate from your application form and the information provided will be treated in the strictest confidence and will not be taken into consideration during selection procedures.

**Post applied for** …………..………………………………

*Please tick the relevant boxes below;*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender** | [ ]  Male |  | [ ]  Female |  | [ ]  Prefer not to say |
|  |  |  |  |  |  |
| **Age** | [ ]  16-21 | [ ]  22-30 | [ ]  31-40 | [ ]  41-50 | [ ]  51-60 | [ ]  61-65 | [ ]  65+ |
|  | [ ]  Prefer not to say |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Do you consider yourself to be disabled?** | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
|  |  |  |  |  |  |  |  |
| **What is your ethnic origin?** Choose ONE section from A to F, then tick the appropriate box to indicate your ethnicity. |
|  |  |  |  |  |  |  |  |
| **A** | **White** |  |  |  |  |  |  |
|  | [ ]  British | [ ]  Scottish | [ ]  Welsh | [ ]  Irish | [ ]  Northern Irish |  |
|  | [ ]  Gypsy or Irish Traveller | [ ]  Other White background |  |
|  |  |  |  |  |  |  |  |
| **B** | **Mixed** |  |  |  |  |  |  |
|  | [ ] White and Black Caribbean | [ ] White and Black African |  |
|  | [ ] White and Asian |  | [ ] Other Mixed background |  |
|  |  |  |  |  |  |  |  |
| **C** | **Asian, Asian British** |  |  |  |  |  |
|  | [ ]  Indian | [ ]  Pakistani | [ ]  Bangladeshi | [ ]  Chinese | [ ]  Other Asian background |
|  |  |  |  |  |  |  |  |
| **D** | **Black, Black British, African, Caribbean** |  |  |  |
|  | [ ]  Caribbean | [ ]  African | [ ]  Other Black, African, Caribbean background |
|  |  |  |  |  |  |  |  |
| **E** | **Other ethnic background** |  |  |  |  |  |
|  | [ ]  Any other ethnic background |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **F** | [ ]  **I do not wish to state my ethnic origin** |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **What is your sexual orientation?** |  |  |  |  |  |
|  | [ ]  Heterosexual / straight | [ ]  Gay woman / lesbian | [ ]  Gay man |  |
|  | [ ]  Asexual |  | [ ]  Pansexual |  | [ ]  Bisexual |  |
|  | [ ]  Other |  | [ ]  Prefer not to say |  |  |  |
|  |  |  |  |  |  |  |  |
| **What is your religion / belief?** |  |  |  |  |  |
|  | [ ] Buddhist | [ ]  Christian |  | [ ] Hindu |  | [ ]  Jewish |  |
|  | [ ] Muslim | [ ]  Sikh |  | [ ]  No religion | [ ]  Other religion |
|  | [ ]  Prefer not to say |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Data Protection: This information will only be used to monitor compliance with the law and best practice in terms of equal opportunity and

non-discrimination.