**Recruitment Monitoring Form**

Post title: Receptionist

Closing date: 9am Wednesday 17th April 2024

To help us ensure that we are recruiting people in a fair and non-discriminatory way, all job applicants are asked to complete monitoring data about themselves. Please complete the sections below by ticking the appropriate box. This information will be treated as confidential. It will be separated from your application form and will not be seen by the recruitment panel.

1. **Gender**

Please choose one of the following that most accurately describes your gender.

* Male
* Female
* I prefer not to say

I self-identify as:

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1. **Age**

Please choose one of the following age groups that you most accurately fit in to.

* 16 to 24
* 25 to 34
* 35 to 44
* 45 to 54
* 55 to 64
* 65 to 74
* 75 to 84
* 85 and over
* I prefer not to say

1. **Ethnicity**

Please choose one of the following options that most accurately describes your ethnic group or background.

**Asian / Asian British**

* Indian
* Pakistani
* Bangladeshi
* Chinese

Any other Asian background, please describe:

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**Black African / Caribbean / Black British**

* African
* Caribbean

Any other Black / African / Caribbean background, please describe:

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**Mixed / Multiple ethnic groups**

* White and Black Caribbean
* White and Black African
* White and Asian

Any other Mixed / Multiple ethnic background, please describe:

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**White**

* English / Welsh / Scottish / Northern Irish / British
* Irish
* Gypsy or Irish Traveller

Any other White background, please describe:

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**Other ethnic group**

* Arab

Any other ethnic group, please describe:

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* I prefer not to say

1. **Disability**

Do you consider yourself to have a disability\*?

* Yes
* No

If you have answered yes to the question above, please state the nature of your disability.

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If you have a disability, we will offer you an interview as long as you meet the essential criteria of the post. Also, please let us know of any special requirements you may have which will help us to ensure a fair selection.

\* The Disability Discrimination Act 1995 describes a disability as *“A physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities”.*

1. **Sexual orientation**

Please choose one of the following groups that you most accurately fit in to.

* Bisexual
* Gay or lesbian
* Heterosexual
* Other
* I prefer not to say

1. **Religion or belief**

Please choose one of the following groups that you most accurately fit in to.

* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Other
* No religion or atheist
* I prefer not to say