**Equal Opportunities Monitoring Form**

The Northern School of Art wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The School needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

This form will not be viewed by the selection panel and will not be passed on to a third party. This data will be stored for a period of 1 year.

**General Data Protection Regulation (GDPR) Provisions**

All information obtained throughout the recruitment process with be obtained by the School in a secure location for a period of 1 year (external unsuccessful applicants) or retained in your personal file and HR database (successful or internal applicants) and for 6 years after employment has ended. Data will be used for equal opportunities monitoring and statistical analysis only. This includes the processing of sensitive data as defined in the GDPR. Data will not be passed to any third party. All information you supply will be handled in the strictest confidence. By completing and signing this form you are giving your consent to this process.

If you would prefer an equal opportunities form with larger print please contact HR at The Northern School of Art, Green Lane, Middlesbrough, TS5 7RJ, (01642) 856119.

Please email the completed form to [sam.hughes@ccad.ac.uk](mailto:sam.hughes@ccad.ac.uk), in the subject please mark it - ‘Strictly confidential’

Yours Faithfully,

HR Department

**EQUAL OPPORTUNITIES MONITORING FORM**

**STRICTLY CONFIDENTIAL**

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| Surname: | | | | | | Forename: | | | | | | | | | |
| Post Applied For: | | | | | | | | | | | | | | | |
| **Gender** Man 🗆 Woman 🗆 Non-binary 🗆 Prefer not to say 🗆 If you prefer to use your own term, please specify here …………………….   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Transgender:** | | | | | | | | Do you now present full or part time in a gender role that differs from the gender assigned to you at birth? | Yes | □ | No | □ | Prefer not to answer | □ | |   **Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆  **Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆 | | | | | | | | | | | | | | | |
| **What is your 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  ***White***  English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆  British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆  Any other white 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:  ***Asian/Asian British***  Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆  Any other Asian background, please write in:    ***Black/ African/ Caribbean/ Black British***  African 🗆 Caribbean 🗆 Prefer not to say 🗆  Any other Black/African/Caribbean background, please write in:  ***Other ethnic group***  Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in: | | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability or health condition?**  Yes🗆 No 🗆 Prefer not to say 🗆  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. | | | | | | | | | | | | | | | |
| **What is your sexual orientation?**  Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆  Prefer not to say 🗆 If you prefer to use your own term, please specify here ……………………………………………….…. | | | | | | | | | | | | | | | |
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| **What is your religion or belief?**  No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆  Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in:  **What is your current working pattern?**  Full-time 🗆 Part-time 🗆 Prefer not to say 🗆 | | | | | | | | | | | | | | | |
| **What is your flexible working arrangement?**  None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆  Annualised hours 🗆 Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆  Homeworking 🗆 Prefer not to say 🗆 If other, please write in:  **Do you have caring responsibilities? If yes, please tick all that apply**  None 🗆 Primary carer of a child/children (under 18) 🗆  Primary carer of disabled child/children 🗆  Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆  Secondary carer (another person carries out the main caring role) 🗆  Prefer not to say 🗆 | | | | | | | | | | | | | | | |
| **Transgender:** | | | | | | | | | | | | | | | |
| Do you now present full or part time in a gender role that differs from the gender assigned to you at birth? | | | | | | | Yes | □ | No | | □ | | Prefer not to answer | | □ | | |
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| **Media – where did you hear of this vacancy:** | | | | | | | | | | | | | | | |
| Website | | □ | Please state which website: | | | | | | | | | | | | |
| Word of mouth | | □ | Please state who: | | | | | | | | | | | | |
| Press advert | | □ | Please state which publication: | | | | | | | | | | | | |
| Agency | | □ | Please state which agency: | | | | | | | | | | | | |
| Other | | □ | Please provide detail: | | | | | | | | | | | | |
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