**Strictly Private and Confidential**

Equal opportunity and diversity monitoring form

We believe that no job applicant or employee should be discriminated against, either directly or indirectly, on the grounds of a protected characteristic (gender, race, disability, marital status or civil partnership, age, religion or belief, sexual orientation, pregnancy/maternity, gender reassignment), where any of these cannot be shown to be a requirement of the job concerned.

To support our equal opportunity policy, and for no other reason, we would like to collect personal and sensitive personal data regarding our applicants and employees. Recruitment, selection and promotion procedures will then be monitored to ensure that individuals are selected, promoted and treated on the basis of their individual merits and abilities.

This information will be treated as strictly confidential. It will be separated from all other pre-employment screening information and will not influence any employment decisions we make.

All applicants or employees are asked to complete and return this form with their application.

DATA PROTECTION

This data is processed under a legitimate interest (to assist us in the monitoring of our equal opportunity policy and for no other reason). It will not be passed on to any other party. If your application is unsuccessful, the data will be retained for a period of one year following your application, after which it will be anonymised, and your name and any identifier erased. For successful applicants, the data will be retained during your employment and for a period of six years after the termination of your employment. You may ask us at any time to correct your data. Any queries about this, or concerns about data processing, please contact the BDA Head Office by phone (07795 410 724) or by email ([headoffice@bda.org.uk](mailto:headoffice@bda.org.uk)). If you feel that your concerns have not been dealt with adequately, then you may lodge a complaint with the Information Commissioner’s Office, but clearly we would prefer you to raise anything with us first to give us the chance to rectify any problems.

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| **F****ull name:** |  | | |
| **Position applied for:** |  | **Reference number:** |  |
| **Department:** |  | **Location:** |  |
| **How did you learn of this vacancy?** |  | | |

**Thank you for taking the time to complete this form.**

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| --- | --- |
| 1. **Gender** | Male  Female  Prefer not to say |
| 1. **Age** | 16 – 18  19-21  21-24  25 – 34  35 - 44  45 – 54  55 – 64  65+ |
| 1. **Marital status** | Married/civil partnership  Divorced  Single  Widowed  Separated  Co-habiting  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer not to say |
| 1. **Ethnic origin** | **White:**  White British  White Irish  White Other*(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_:*  **Black/Black British:**  Caribbean  African  Any other black background *(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_:*  **Asian or Asian British:**  Indian  Pakistani  Bangladeshi  Asian British  Any other Asian background*(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_:*  **Chinese:**  Chinese  **Mixed race:**  White and black Caribbean  White and black African  White and Asian  White and Chinese  Any other mixed background *(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_:*  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer not to say |
| 1. **Disability** | Do you consider that you have a disability?  *(This is defined as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”.)*  Yes  No  Prefer not to say  If yes, what is the nature of your disability?  *(please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Do you require any equipment, support or special consideration for access because of your disability/ies in order to carry out the duties for this post and/or interview purposes?  Yes  No  If yes, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(continue on a separate sheet if necessary).* |
| 1. **Religion or belief** | Christian (including Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations  Buddhist  Hindu  Jewish  Muslim  Sikh  Any other religion or belief *(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Prefer not to say |
| 1. **Sexual orientation** | Lesbian/gay  Bi-sexual  Heterosexual  Prefer not to say |

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| **Declaration**  I consent to the processing of my personal and sensitive personal data, as defined under data protection legislation, for the purpose of monitoring equal opportunities.  I understand that if my application is successful, the information on this form will be retained on file during my employment and for a period of six years following its termination. If I wish to correct or update this data, I may do so at any time by notifying BDA Head Office. | | | |
| **Signature:** |  | **Date:** |  |