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**Equality Diversity Inclusion Monitoring Form**

Groundwork Greater Manchester is committed to encouraging equality of opportunity, diversity and inclusion in the workplace and all areas of its activities. We aim to create an environment in which personal differences and the contributions of all individuals are recognised and valued, so that everyone feels respected and able to give of their best.

Within our Equality, Diversity and Inclusion Policy we recognise that it is important to monitor the effectiveness of our recruitment and selection procedures to help us identify and address any barriers to workforce equality and diversity, and to ensure that no job applicant or employee receives less than favourable treatment on any grounds, or is disadvantaged by conditions and requirements which cannot be shown to be justifiable.

 We are therefore requesting that you complete this form and return it with your application. The form will be separated from your application on receipt and will not be provided to any member of the selection panel. All information supplied will remain confidential, be stored securely and accessible only to certain staff within Central Services responsible for Human Resources.

Completion of this form is voluntary and all questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.

|  |  |  |
| --- | --- | --- |
| **Weekly hours** | Full-time | Part-time |

**Which age group are you?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Under 16 |  |  | 45-54 |  |
| 16-24 |  |  | 55-64 |  |
| 25-34 |  |  | 65+ |  |
| 35-44 |  |  | Prefer not to disclose |  |

**Which gender are you?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Female |  |  |  |  |  |  |
| Male |  |  |  |  |  |  |
| Non-binary/Gender fluid |  |  |  |  |  |  |
| Agender |  |  |  |  |  |  |
| Other (please specify) |  |
| Prefer not to disclose |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Was this the gender you were assigned at birth?** | Yes |  | No |  | Prefer not to disclose |  |

**Which of the following best describes your ethnic group?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White:** |  |  |  | **Mixed/Multiple Ethnic Groups:** |  |
| English/Welsh/Scottish/ Northern Irish/British |  |  |  | White and Black Caribbean |  |  |
|  |  | White and Black African |  |  |
| Irish |  |  |  | White and Asian |  |  |
| Gypsy or Irish Traveller |  |  |  | Any other Mixed/Multiple ethnic background (please describe) |  |
| Any other White background (please describe) |  |  |
|  | **Black/African/Caribbean/Black British:** |
| **Asian/Asian British:** |  |  | African |  |  |
| Indian |  |  |  | Caribbean |  |  |
| Pakistani |  |  |  | Any other Black/African/Caribbean background (please describe) |  |
| Bangladeshi |  |  |  |
| Chinese |  |  |  | **Other ethnic group:** |  |
| Any other Asian background (please describe) |  |  | Arab |  |  |
|  | Any other ethnic group (please describe) |  |
|  |  |  |  |
|  |  |  |  | Prefer not to disclose |  |  |

**What is your sexual orientation?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Straight/Heterosexual |  |  | Pansexual |  |
| Gay man |  |  | Asexual |  |
| Lesbian / Gay woman |  |  | Prefer not to disclose |  |
| Bisexual |  |  | Other (please specify) |  |

**How would you describe your religion/belief?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Atheism |  |  | Jainism |  |
| Agnosticism |  |  | Judaism |  |
| Buddhism |  |  | Sikhism |  |
| Christianity (all denominations) |  |  | Prefer not to disclose |  |
| Hinduism |  |  | Other (please specify) |  |
| Islam |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability** | **Yes** | **No** | **Prefer not to disclose** |
| Do you consider yourself to have a disability? |  |  |  |

**If yes, how would you categorise this?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Hearing | Learning, concentration or remembering | Long-term health condition | Mental health condition | Neurological diverse conditions | Physical | Vision | Other (please specify) |
|  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Caring Responsibilities** | **Yes** | **No** | **Prefer not to disclose** |
| Do you have any dependent children? |  |  |  |
| Do you have caring responsibilities (other than for dependent children)? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Military Service Record** | **Yes** | **No** | **Prefer not to disclose** |
| Have you ever served in the UK Armed Forces? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criminal Convictions** | **Yes** | **No** | **Prefer not to disclose** |
| Have you ever been convicted of a criminal offence (other than a spent conviction under the Rehabilitation of Offenders Act 1974) |  |  |  |

**What is your marital /civil partnership status?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cohabiting | Divorced or civil partnership dissolved | In a civil partnership | Married | Separated (but still legally married or in a civil partnership) | Single (never married or never in a civil partnership) | Widowed or a surviving partner from a civil partnership | Prefer not to say |
|  |  |  |  |  |  |  |  |

This form will not automatically be included within your personnel file if you secure employment with Groundwork. However, if you are happy for this data to be stored on your personnel file and shared with the senior leadership team this will enable us to monitor effectiveness of our Equality, Diversity and Inclusion Policy in supporting you throughout your journey of employment within Groundwork.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Are you happy for your data to be shared as described above?** |  |  |