Recruitment Monitoring in Employment

MONITORING JOB APPLICANT’S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **with** your completed application form to the address given in the advertisement or with the job details.

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|  | This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel. |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Details of the job you have applied for** | | | | | | |
| Name of School: | |  | Job title | |  |  |
| Job Ref: |  | | Grade: |  | |  |
| (if known) | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name (in block capitals) | |  | 5. Please check the box which best describes your ethnic/cultural/racial origin | |  | 6. Do you consider yourself to have a disability or to be a deaf person?  (Please see the definition of disability in the advice note ‘How to complete the application form’.) | | yes    no |
|  |  |
|  | (O) | White British |  |
|  | (9) | White Irish |  |
|  | (H) | Any other White background |  |
|  |  | (please type in) |  |
| 2. I am:  (Please check the appropriate box) | |  | |  | | --- | |  | | |  | 7. How did you find out about this job?  (Please check the appropriate box) | | |
|  | (J) | Mixed White and Black Caribbean |  |
|  | (K) | Mixed White and Black African |  |
| MALE | FEMALE |  | (L) | Mixed White and Asian |  | Internal circular | Job centre | |
|  |  |  | (M) | Any other Mixed background |  |  |  | |
|  |  | (please type in) |  |
|  | |  | | --- | |  | | |  |
|  | |  | (4) | Asian or Asian British Indian |  |  |  | |
| 3. I consider my marital status to be  Please note: If you are widowed or divorced and you live alone, please check ‘single’. | |  | (5) | Asian or Asian British Pakistani |  |
|  | (6) | Asian or Asian British Bangladeshi |  |
|  | (8) | Any other Asian or Asian British background |  |
|  |  |  |
|  |  | (please type in) |  | Newspaper/journal  (please say which) | Internet  (please say which site)  or other source… | |
| Single | Married |  | |  | | --- | |  | | |  |
|  |  |  | (1) | Black or Black British Caribbean |  |  |  | |
|  | (2) | Black or Black British African |  |
|  | (N) | Any other Black or Black British background |  |  |  | |
|  | |  |  |  |
| 4. Date of Birth | |  |  | (please type in) |  |
|  | |  | | --- | |  | | |  |
|  | (7) | Chinese |  |
|  | (A) | Any other ethnic group |  | **Thank you for your assistance.**  **Your co-operation will help**  **promote equality of opportunity** | | |
|  |  | (please type in) |  |
|  | |  | | --- | |  | | |  |
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| **DATA PROTECTION** |
| The information you supply about yourself as part of the application procedure is handled according to the requirements specified in the data protection legislation. .This includes the Data Protection Act 2018 and the General Data Protection Regulation.  Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then confidentially destroyed. Equal Opportunities information is anonymised and then used for statistical monitoring purposes.  The Lancashire County Council contact for data protection matters is:  The Data Protection Officer  PO Box 100, County Hall, Preston, PR1 8XJ  **NB: Please do not return your completed application form to this address.** |

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| **FINAL CHECKLIST** |
| Please ensure that you have:  Filled in all relevant parts of the form  Signed and dated the form  Completed the monitoring form (**this is essential if your application is to be considered**)  Read and understood the Data Protection details above |