



The Hawksmoor Learning Trust

Monitoring of Recruitment & Selection

Please complete this form and return it with your application form

Initials _____ Surname _____

Position applied for _____ Location _____

1. The Hawksmoor Learning Trust is committed as part of its Equality & Diversity Policy to attempt to ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, race, ethnic or national origin, language, religion, gender, marital status, sexuality, disability, age or any other unjustifiable reason. Procedures will be regularly reviewed to ensure that individuals are recruited, promoted, trained and treated on the basis of merits and abilities.
2. One means of monitoring recruitment practice is by analysing data obtained from applicants for employment with The Hawksmoor Learning Trust. Your co-operation in providing the information requested overleaf will be appreciated. This information will not form part of the selection process and will be separated from your application on receipt. Please be assured that it will be treated confidentially, used for analysis purposes only and will contribute to the development of future recruitment practice aimed at equality.
3. The Hawksmoor Learning Trust requires all its employees, in the course of their work, to behave in a non-discriminatory way toward other employees and members of the public. All Hawksmoor Learning Trust staff are encouraged to be part of developing equality and social justice through the practices, provision of services and policy in which they are involved.

If you would like to comment on the information sought, please do so below:

NOTES:

The categories for Ethnic Origin and Religion are those used in the Governments 2001 Census so that our monitoring information is consistent with the census. These categories will be reviewed periodically.

The definition of disability, under the Disability Discrimination Act 1995, includes:

- people with physical impairment, with limited mobility or wheelchair users
- people with sensory impairments, limited sight, the blind and those with hearing i m p a i r m e n t s
- a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities

Confidential

Please answer the questions below

Age **Gender** **Disability**

16-20		Female		Do you consider yourself to have a disability as defined by the Disability Discrimination Act?	
21-25		Male		Yes	
26-30				No	
31-35					
36-40					
41-45					
46-50					
51-55					
56-60					
61 & over					

Ethnic Origin

White	Asian or Asian British	Chinese or other ethnic group	Mixed	Black or Black British
British	Indian	Chinese	White and Black Caribbean	Black Caribbean
Irish	Pakistani	Other	White and Black African	Black African
Other White	Bangladeshi		White and Asian	Other African
	Other Asian		Other Mixed	

Sexuality

Religion

Publication/Media in which advertisement first seen

How would you describe your sexuality?	What is your religion?	(please mark only one box)
Bisexual	Christian	Internal Staff Vacancies
Gay	Buddhist	Local Newspaper
Lesbian	Hindu	National Newspaper
Heterosexual	Jewish	Job Centre
	Muslim	Ethnic Press
	Sikh	Professional Journal/Trade Newspaper
	Any other Religion	Website
	No Religion	Other Website

Are you currently employed by The Hawksmoor Learning Trust?

Yes

No

For Office Use Only	
Short listed	<input type="checkbox"/>
Appointed	<input type="checkbox"/>