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|  | Grantham College & University Logo | | | | | | | | | |
|  | **Diversity, Equity and Inclusion Monitoring - Strictly Confidential** | | | | | | | | | |
|  | This questionnaire will not be seen by the recruitment panel.  All information received will be treated in strict confidence.  Grantham College is an equal opportunity employer, ensuring Diversity, Equity and Inclusion are promoted within our recruitment processes.  In order to have accurate information about our performance we would be grateful if you would complete this monitoring form and return it with your application form. | | | | | | | | | |
|  | **Name:** |  | | | | | | | | |
|  | **Post applied for:** |  | | | | | | | | |
|  | **Ethnic Origin**  (Tick the appropriate box to indicate your cultural background): | **Tick** | **Ethnic Origin** | | | | **Tick** | | **Ethnic Origin** | |
|  |  | Bangladeshi | | | |  | | White and Asian | |
|  |  | Indian | | | |  | | White and Black African | |
|  |  | Pakistani | | | |  | | White and Black Caribbean | |
|  |  | Any other Asian background - please state: | | | |  | | Any other Mixed background - please state: | |
|  |  | African | | | |  | | White British | |
|  |  | Caribbean | | | |  | | White Irish | |
|  |  | Any other Black background - please state: | | | |  | | Any other White background - please state: | |
|  |  | Chinese | | | |  | | Gypsy / Traveller | |
|  |  | Any other ethnic background - please state: | | | |  | | I prefer not to answer this question | |
|  | **Gender**  Are you? | **Tick** | **Sex** | | | | | | | |
|  |  | Male | | | | | | | |
|  |  | Female | | | | | | | |
|  |  | Transgender Male | | | | | | | |
|  |  | Transgender Female | | | | | | | |
|  |  | I prefer not to answer this question | | | | | | | |
|  | **Age**  Are you? | **Tick** | **Age** | **Tick** | **Age** | | | | | |
|  |  | 16 - 24 |  | 55 - 64 | | | | | |
|  |  | 25 - 34 |  | 65+ | | | | | |
|  |  | 35 - 44 |  | I prefer not to answer this question | | | | | |  |
|  |  | 45 - 54 |  | Date of birth: | | | | | |
|  | **Sexual Orientation**  Are you? | **We believe that it is helpful to gather this information for the purpose of statistical analysis. Although analysis will be more effective if everyone provides a response. We appreciate that this is a sensitive and personal question and therefore please be aware that your response is voluntary.** | | | | | | | | |
|  | **Tick** | **Sexual Orientation** | | | **Tick** | | **Sexual Orientation** | | |
|  |  | Hetrosexual / straight | | |  | | Gay woman / Lesbian | | |
|  |  | Gay Man | | |  | | Bisexual | | |
|  |  | Other please state: | | |  | | I prefer not to answer this question | | |
|  | **Marital Status**  Are you? | **Tick** | **Status** | | | **Tick** | | **Status** | |
|  |  | Single | | |  | | Divorced | |
|  |  | Married | | |  | | Separated | |
|  |  | Widowed | | |  | | Same sex civil partnership | |
|  |  | I prefer not to answer this question | | | | | | |

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|  | **Religion or Belief**   What is your religion or faith? | **Tick** | **Religion** | | | | **Tick** | | **Religion** |
|  |  | Agnostic | | | |  | | Jain |
|  |  | Atheist | | | |  | | Jewish |
|  |  | Bah'ai | | | |  | | Muslim |
|  |  | Buddhist | | | |  | | Pagan |
|  |  | Christian - Catholic | | | |  | | Sikh |
|  |  | Christian - Protestant i.e. C of E | | | |  | | Rastafarian |
|  |  | Christian - Other - please state: | | | |  | | Scientologist |
|  |  | Hindu | | | |  | | Shinto |
|  |  | Humanist | | | |  | | Zoroastrian |
|  |  | I prefer not to answer this question | | | |  | | No religion or belief |
|  |  | Any other religion or belief - please state: | | | | | | |
|  | **Caring / Dependants Responsibilities**   Do you have care responsibilities for anyone? | **Please indicate if you have dependants or persons you have responsibility for (if anyone):** | | | | | | | | |
|  | **Tick** | | **Person** | | | | | | |
|  |  | | No dependants or caring responsibilities | | | | | | |
|  |  | | Child or children under 16 | | | | | | |
|  |  | | Disabled person(s) | | | | | | |
|  |  | | Elderly person(s) | | | | | | |
|  |  | | Other please state: | | | | | | |
|  |  | | I prefer not to answer this question | | | | | | |
|  | **Disability**  Do you consider yourself to have a disability? | **Tick** | | **Answer** | **A disabled person under the Disability Discrimination Act 1995 Amendment (2003) is described as anyone with “a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.** | | | | | |
|  |  | | Yes | | | | | | |
|  |  | | No | | | | | | |
|  |  | | I don't know | | | | | | |
|  |  | | I prefer not to answer this question | | | | | | |
|  | **If you answered yes, please tick all that apply:** | | | | | | | | |
|  | **Tick** | **Disability type** | | | **Tick** | | **Disability type** | |
|  |  | Hearing impairment | | |  | | Severe disfigurement | |
|  |  | Visual impairment | | |  | | Learning difficulties e.g. dyslexic | |
|  |  | Speech impairment | | |  | | Mental ill health | |
|  |  | Mobility impairment | | |  | | Progressive conditions | |
|  |  | Physical co-ordination difficulties | | |  | | Reduced physical capability | |
|  |  | Other please state: | | | | | | |
|  | The Equality Act 2010 requires all employers to make reasonable adjustments for disabled employees where they work, to work arrangements and at interview, if you require any adjustments to be made please state these below: | | | | | | | | |
|  |  | | | | | | | | |

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|  | **Where did you learn of this vacancy?** | **Tick** | **Where** | **Tick** | **Where** |
|  |  | Internal |  | Times Educational Supplement (TES) |
|  |  | College Web Site |  | TES Support website |
|  |  | Indeed |  | Other internet site - please state: |
|  |  | Job Centre or Job Centre website |  | Other - please state: |
|  | **Data Protection Act 2018 (General Data Protection Regulations: GDPR)**  I understand that this personal information may be computerised for Human Resources administration purposes including analysis for management purposes and statutory returns. I understand that if I am unsuccessful, my application form may be retained for up to 6 months for future reference.  I certify that to the best of my knowledge the information I have given is a true and correct record. | | | | |
|  | **Signed:** |  | | | |
|  | **Date:** |  | | | |
|  | Ticking this box acts as your signature and certifies this document as a true and accurate record | | | |  |
|  | **Thank you for taking the time to complete this form** | | | | |

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| **Rehabilitation of Offenders Act 1974**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to potential employers, and if they are disclosed, potential employers cannot take them into account.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Yes  No  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  Yes  No |
| Failure to disclose relevant information concerning conditional cautions or convictions for the post for which you are applying may lead to dismissal or disciplinary action by the College. Information will be treated in the strictest confidence.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Signed** |  | **Date** |  | | | **Print name:** |  | | | | | Ticking this box acts as your signature and certifies this document as a true and accurate record | | | |  | |

**If you are returning this form by post, please return the page entitled ‘Rehabilitation of Offenders’ only in an envelope marked ‘Confidential Disclosure’.**

**Please return this completed form to:**

[**hrapplications@grantham.ac.uk**](mailto:hrapplications@grantham.ac.uk)

**or**

**The Human Resources Department**

**Grantham College**

**Stonebridge Road**

**Grantham**

**Lincolnshire**

**NG31 9AP**

Tel: **01476 400279**

Website: [**www.grantham.ac.uk**](http://www.grantham.ac.uk)