A logo for a company

Description automatically generated

Equal Opportunities Monitoring Form

How this form will be used

AoC is committed to equality of opportunity for all job applicants and employees and ensures that no individual receives less favourable treatment on any of the protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

As part of this commitment we collect monitoring data on all applicants for our roles. This monitoring form is voluntary, but the information we collect is very useful in helping us to ensure we are inclusive in our advertising and recruitment. Please return a copy of this form along with your application to [careers@aoc.co.uk](mailto:careers@aoc.co.uk).

This form will be detached from the application form or CV before the short listing and interview process begins and will not be available to the selection panel.

The information you provide on this form will only be used for statistical monitoring except in the case of disability where it may be used to identify reasonable steps we can take to assist you through the selection process, if applicable. Recording of data will be anonymous and this form will be destroyed no later than 12 months after the role closes.

If you are successfully appointed to the post for which you are applying, your data will be provided to the employer to be kept on your employment profile and only be accessible by yourself and relevant members of the HR team.

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

|  |  |
| --- | --- |
| Ethnicity | |
| Arab | Mixed - White and Asian |
| Asian or Asian British - Indian | Mixed - White and Black African |
| Asian or Asian British - Pakistan | Mixed - White and Black Caribbean |
| Asian or Asian British - Bangladeshi | Mixed - Other |
| Asian or Asian British - Chinese | White - British |
| Asian or Asian British - Other | White - Irish |
| Black or Black British - African | White - Gypsy or Irish Traveller |
| Black or Black British - Caribbean | White - Other |
| Black or Black British - Other | Other ethnic group |
| If ‘Other’ or you prefer to use your own term, please state: Click or tap here to enter text. | Prefer not to disclose |

|  |
| --- |
| Gender |
| Female |
| Male |
| Non-binary |
| I prefer to use my own term (please state): Click or tap here to enter text. |
| Prefer not to disclose |

|  |
| --- |
| Do you identify as trans? |
| Yes |
| No |
| I prefer to use my own term (please state): Click or tap here to enter text. |
| Prefer not to disclose |

|  |  |
| --- | --- |
| Religion and belief | |
| Buddhist | Muslim |
| Christian | Non-religious (Atheist, Humanist, etc.) |
| Hindu | Sikh |
| Jewish | Other: Click or tap here to enter text. |
| I prefer to use my own term (please state):  Click or tap here to enter text. | Prefer not to disclose |

|  |  |
| --- | --- |
| Sexual Orientation | |
| Bisexual | Heterosexual/ straight |
| Gay/ lesbian | Prefer not to disclose |
| I prefer to use my own term (please state): Click or tap here to enter text. | |

|  |
| --- |
| Do you consider yourself to have a disability or health condition? |
| The Equality Act 2010 defines disability as ‘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’. |
| Yes |
| No |
| Prefer not to disclose |
| If you have answered ‘Yes’ above, please give an outline of the nature of the disability or health condition: Click or tap here to enter text. |
| If you have answered ‘Yes’ above, what considerations can we make to ensure you can attend and  take part in the selection process, if shortlisted? Click or tap here to enter text. |

|  |  |
| --- | --- |
| Where did you first find out about this role? (Please select one) | |
| Internal candidate | LinkedIn |
| AoC Careers website | Twitter |
| AoC Jobs website | Facebook |
| Referred by a friend or colleague |  |
| Other Job Board: Click or tap here to enter text. | |
| Other website/ social media: Click or tap here to enter text. | |
| Other: Click or tap here to enter text. | |

Please return this form along with your job application to [careers@aoc.co.uk](mailto:careers@aoc.co.uk)