

Recruitment Monitoring Control Form

Human Resources

December 2018

| | |
|--|--|
| Post Title & Number (if applicable) | |
|--|--|

We are committed to ensuring that applicants are selected based on their skills/attributes relevant to job. In accordance with our Equality & Diversity Policy, we provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. In order to monitor how successful this policy is we monitor all job applications. This information will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment.

There is no obligation on you to provide this information. All applicants will be treated the same regardless of whether they provide this information. All information will be treated in confidence and will not be seen by the shortlisting panel. The information provided on this form will be converted into anonymised data, stored separately from your application form and only used to provide statistics for monitoring purposes. If you do not wish to answer any of the questions you can select the "prefer not to say" option.

Age

| | | | | |
|---|----------------------------------|--|-----------------------------|-----------------------------|
| <input type="radio"/> Prefer not to say | <input type="radio"/> School age | <input type="radio"/> Over school age - 17 | <input type="radio"/> 18-24 | <input type="radio"/> 25-34 |
| <input type="radio"/> 35-44 | <input type="radio"/> 45-54 | <input type="radio"/> 55-64 | <input type="radio"/> 65-74 | <input type="radio"/> 75+ |

Disability

Do you have a disability?

| | | | |
|---|---|---|---|
| <input type="radio"/> Prefer not to say | <input type="radio"/> Yes, I am aware I have a disability | <input type="radio"/> No, I don't have a disability | <input type="radio"/> As far as I am aware, I don't have a disability |
|---|---|---|---|

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is 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.' For these purposes, 'long term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.

Ethnicity

☐ Prefer not to say

| | |
|---|--|
| <u>Asian or Asian British</u> <input type="radio"/> Bangladeshi <input type="radio"/> Indian <input type="radio"/> Pakistani <input type="radio"/> Other Asian background (Please specify _____) | <u>Black or Black British</u> <input type="radio"/> African <input type="radio"/> Caribbean <input type="radio"/> Other Black background (Please specify _____) |
| <u>Chinese and other groups</u> <input type="radio"/> Chinese <input type="radio"/> Other ethnic group (Please specify _____) | <u>Mixed race</u> <input type="radio"/> White and Asian <input type="radio"/> White and Black African <input type="radio"/> White and Caribbean <input type="radio"/> Other Mixed background (Please specify _____) |
| <u>White</u> <input type="radio"/> British <input type="radio"/> Irish <input type="radio"/> Other White background (Please specify _____) | |

Forging better futures

Religion or belief

☐ Prefer not to say

| | | | | |
|--------------------------------|-----------------------------------|---|------------------------------|------------------------------|
| <input type="radio"/> Buddhist | <input type="radio"/> Christian | <input type="radio"/> Hindu | <input type="radio"/> Jewish | <input type="radio"/> Muslim |
| <input type="radio"/> Sikh | <input type="radio"/> No religion | <input type="radio"/> Other (Please specify _____) | | |

Gender

| | | |
|---|----------------------------|------------------------------|
| <input type="radio"/> Prefer not to say | <input type="radio"/> Male | <input type="radio"/> Female |
|---|----------------------------|------------------------------|

Sexual orientation

| | | | | |
|---|-------------------------------|-------------------------------|--------------------------------|---|
| <input type="radio"/> Prefer not to say | <input type="radio"/> Lesbian | <input type="radio"/> Gay man | <input type="radio"/> Bisexual | <input type="radio"/> Heterosexual / straight |
|---|-------------------------------|-------------------------------|--------------------------------|---|

Data protection statement

Data Controller name: *Brunel Pension Partnership Limited (the Company)*

The Company uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants.

For us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting hr.brunel@brunelpp.org

| | |
|------------|--|
| Name: | |
| Signature: | |
| Date | |