

**DIVERSITY MONITORING FORM**

To help us fulfil our commitment to equal opportunities during recruitment, we monitor the diversity of applications to advertised posts. To do this, and for no other reason, we collect information on applicants’ ethnicity, gender, age and disability. We also look at how effective our advertisements are, and to do this we ask you where you found out about the vacancy.

Completion of this form is voluntary – you may choose to complete all, part or none of it. It is separated from your application before shortlisting. The responses that you do give will assist us greatly in our commitment to diversity and will be kept strictly confidential and anonymous.

Please read the descriptions below and tick the boxes that most accurately describe you.

**I heard about the job through:**

**[ ]  Press advertisement – please specify:**

**[ ]  Website – please specify:**

**[ ]  Job Centre**

**[ ]  Other source – please specify:**

**ETHNICITY**

**White:**

[ ]  British [ ]  Irish [ ]  European [ ]  Other white background

[ ]  Prefer not to say

**Black:**

[ ]  Black British [ ]  Caribbean [ ]  African

[ ]  Other black background [ ]  Prefer not to say

**Asian:**

[ ]  Asian British [ ]  Indian [ ]  Pakistani [ ]  Bengali [ ]  Chinese [ ]  Japanese

[ ]  Other Asian background [ ]  Prefer not to say

**Mixed:**

[ ]  White & Black Caribbean [ ]  White & Black African [ ]  White & Asian

[ ]  Asian & Black African [ ]  Asian/Black Caribbean

[ ]  Other Mixed background [ ]  Prefer not to say

**Other ethnic group:**

[ ]  Arab [ ]  Latin American [ ]  Other background [ ]  Prefer not to say

**GENDER IDENTITY**

 [ ]  Male [ ]  Female [ ]  Genderqueer on non-binary [ ]  Agender [ ]  Transgender [ ]  Other [ ]  Prefer not to say

**AGE RANGE**

16-25 [ ]  46-55 [ ]

26-35 [ ]  56-65 [ ]

36-45 [ ]  65+ [ ]

Prefer not to say [ ]

**HIGHEST LEVEL OF EDUCATION COMPLETED**

[ ]  College [ ]  Secondary school [ ]  Apprenticeship [ ]  University

[ ]  Masters [ ]  PHD [ ]  Prefer not to say [ ]  Other

**DISABILITY**

If you consider yourself to have a disability or impairment, please tick this box: [ ]

HIUK uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to feed our statistics on the representation of the categories of individuals as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy.

In order 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 recruitment.uk@hi.org.

Signature:

Date: