



## EQUAL OPPORTUNITIES MONITORING FORM

**Sunfield Children's Homes Ltd. is committed to equality of opportunity in all areas of recruitment, selection and employment of staff.**

It is the aim of Sunfield to ensure that job applicants, employees and any others (e.g. resident children, visitors) will not be treated less favourably on the grounds of race, colour, ethnic origin, nationality, religion, disability, gender, sexual orientation, marital status or age; and that they will not be disadvantaged by conditions or requirements which cannot be shown to be relevant or fair.

The information provided on this form is not used in the recruitment and selection process. All applicants are judged only on their experience, qualifications and abilities to do the job for which they are applying. To check on the effectiveness of our Equal Opportunities Policy we record the gender, ethnic origin, marital status and any disability of job applicants. To enable us to do this, we would appreciate your cooperation in supplying the details about yourself which are requested below.

The information you provide will be kept securely and separately from your application for employment. It will not be available to those involved in the selection process and will be retained for monitoring purposes only. If you do not wish to complete this questionnaire, your application will not be affected in any way.

**Name:** .....

**Date of Birth:** .....

(Date of birth needed if you are applying for a role which involves working directly with our students who are age 6 to 19, as it is a legal requirement that people working in a direct capacity are at least four years older than the oldest student.)

**Position applying for:** .....

*Please tick boxes as appropriate.*

1. **Gender**  Male  Female

2. **Marital Status**

Single  Married  Divorced

Separated  Live with Partner  Widowed

3. **Ethnic Origin – do you consider yourself to be**

*(The term "ethnic origin" is not about nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any groups indicated).*

(a) White  British  
 Irish  
 Other – please specify.....

(b) Asian or Asian British

Indian

Pakistani

Bangladeshi

Other – please specify.....

- (c) Black or Black British
    - Caribbean
    - African
    - Other – please specify.....
  - (d) Mixed
    - White/black Caribbean
    - White/black African
    - Other – please specify.....
  - (e) Other ethnic groups
    - Chinese
- Other – please specify.....

4 **Do you consider that you have a disability or a long term health condition?**

- Yes                       No
- If “yes” please give details.....

5 **Do you have any dependants?**

*(The Employments Right Act 1996 S.57 as amended by the Employment Relations Act 1999 defines a dependant as a husband, wife, child or parent. It also includes someone who lives in the same household e.g. partner, elderly aunt or grandparents.)*

- Yes                       No
- If “yes” are they:
  - A child or children
  - An elderly person or persons
  - Other – please give details.....

6 **Please give the age group currently applicable to you**

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> 18 - 24 | <input type="checkbox"/> 25 - 29     |
| <input type="checkbox"/> 30 - 34 | <input type="checkbox"/> 35 - 39     |
| <input type="checkbox"/> 40 - 44 | <input type="checkbox"/> 45 - 49     |
| <input type="checkbox"/> 50 - 54 | <input type="checkbox"/> 55 - 59     |
| <input type="checkbox"/> 60 - 64 | <input type="checkbox"/> 65 and over |

7 **How did you learn about this vacancy?**

- Internal advertisement on notice boards/newsletter/intranet
- Our Website
- Local Newspaper
- Professional journal/trade publication
- Job Centre
- Agency
- Other – please give details.....

Thank you for completing this information.

**Please return this form to:-**  
 Human Resources Department  
 Sunfield Children’s Home Ltd

Client  
Stourbridge DY9 9PB