

Equality & Diversity Monitoring Form

The information provided on this form is not used to select applicants for jobs and all applicants are judged on their ability to do the job for which they are applying. To check the effectiveness of our Equality and Diversity policies, we record the gender, age, racial origin, marital status and any disability of people who apply for jobs. To enable us to do this we would be grateful if you would give the details about yourself which are requested below.

The information that you provide will be kept secure and separated from your job application form. It will not be made available to the initial selection panel (apart from indicating a disability for positive action, if applicable). The information given will not be placed in your personnel file if you should be appointed.

If you do not wish to answer this questionnaire your application will be not affected in any way. Our Equality and Diversity Policy Statement is available to view on www.co-op.ac.uk/about/policies-procedures

| | | | | |
|------------------------------|--------------------------------|--------------------------|------------------------------------|--------------------------|
| Position Applied For: | | | | |
| I am: | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Marital Status: | Single | <input type="checkbox"/> | Separated | <input type="checkbox"/> |
| | Divorced | <input type="checkbox"/> | Widowed | <input type="checkbox"/> |
| | | | Married / Civil Partnership | <input type="checkbox"/> |
| | | | | |
| Age: | 16 - 25 | <input type="checkbox"/> | 26 - 35 | <input type="checkbox"/> |
| | 36 - 45 | <input type="checkbox"/> | 46 - 55 | <input type="checkbox"/> |
| | 56 - 65 | <input type="checkbox"/> | Over 65 | <input type="checkbox"/> |
| | | | | |
| Ethnic Origin | White: British | <input type="checkbox"/> | Asian / Asian British: Indian | <input type="checkbox"/> |
| | White: Irish | <input type="checkbox"/> | Asian / Asian British: Pakistani | <input type="checkbox"/> |
| | White: Other | <input type="checkbox"/> | Asian / Asian British: Bangladeshi | <input type="checkbox"/> |
| | Mixed: White & Black Caribbean | <input type="checkbox"/> | Asian / Asian British: Other | <input type="checkbox"/> |
| | Mixed: White & Black African | <input type="checkbox"/> | Black / Black British: Caribbean | <input type="checkbox"/> |
| | Mixed: White & Asian | <input type="checkbox"/> | Black / Black British: African | <input type="checkbox"/> |
| | Mixed: White & other | <input type="checkbox"/> | Black / Black British: Other | <input type="checkbox"/> |
| | Chinese | <input type="checkbox"/> | Any other ethnic group | <input type="checkbox"/> |
| | | | | |
| | | | | |

PLEASE ALSO COMPLETE PAGE 2 OVERLEAF

Co-operative College

Equality & Diversity Monitoring Form



Positive About Disability

The Co-operative College is a Disability Symbol user. The symbol is a recognition given by the employment service (Jobcentreplus) to employers who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.

One of the commitments is to interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities. If you indicate on this section of the form that you have a disability, the selection panel will be notified of this and provided you meet the person specification for the post you will be offered an interview. No other details from any section of this form will be passed to the selection panel.

| |
|--------------------|
| Disability: |
|--------------------|

Do you consider yourself disabled within the meaning of the Disability Discrimination Act?

Yes

No

In the event that a large number of applicants meet the essential criteria on the person specification for a job vacancy, the College may need to carry out an initial interview by telephone. The telephone interview will apply to all candidates, not just those with disabilities. However, if you have a hearing impairment and would prefer a face to face interview, please indicate this below.

| |
|---------------------------------|
| Interview in person only |
|---------------------------------|

Yes

No

If you are offered an interview we will write to you to ask if you have any special or disability-specific requirements, would like to make arrangements for car parking, access to buildings or anything else, and we will try to provide you with whatever assistance you require.

