

STRICTLY CONFIDENTIAL
GUIDANCE

Both the Equal Opportunities Commission and the Commission for Racial Equality recommend that employer should regularly monitor the effects of selection and personnel practices, in order to assess whether equality of opportunity is being achieved. Coquet Trust supports these recommendations.

Our Equal Opportunities and Recruitment Policy Statements demonstrate a commitment to job applicants and those involved in staff selection and the recruitment process will be conducted as fairly and consistently as possible.

With this in mind, we hope that you will assist us in monitoring part of the recruitment process by completing this sheet and returning it with your application form. This sheet will be separated from your application form upon receipt and those involved in selection will not see it.

Please use black or blue ink to fill in the appropriate boxes.

AGE

My Age is between:-

16 – 20 yrs	<input type="checkbox"/>
21 – 30 yrs	<input type="checkbox"/>
31 – 40 yrs	<input type="checkbox"/>
41 – 50 yrs	<input type="checkbox"/>
51 – 60 yrs	<input type="checkbox"/>
61 – 64 yrs	<input type="checkbox"/>
65 yrs or over	<input type="checkbox"/>

GENDER

I am:-

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

MARITAL STATUS

I am:-

Married	<input type="checkbox"/>
Other	<input type="checkbox"/>

DISABILITY

I am registered disabled:-

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

VACANCY

I heard about this vacancy through:-

Internal Bulletin	<input type="checkbox"/>
Job Centre	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>
Other	<input type="checkbox"/>

ETHNIC GROUP

I would describe myself as:-

White	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Other	<input type="checkbox"/>

WORK ARRANGEMENTS

I am applying for this job:-

Full Time	<input type="checkbox"/>
Part Time	<input type="checkbox"/>

SURNAME:

POST APPLIED FOR:

SIGNATURE:

DATE:

FOR OFFICAL USE ONLY

 SHORTLISTED

 APPOINTED