

This form will **not** be used during the short-listing process but will be used separately and for the purpose of recruitment monitoring and provision of statistical data. All information supplied will be treated in the strictest confidence and protected from misuse.

Full Name:
Post applied for:

Monitoring Ethnicity

The following sets out categories for monitoring ethnicity. We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your ethnicity.

One Creative Environments Ltd assures you that any information you provide here will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential.

How would you describe yourself?

Chose **ONE** section from **A** to **G** and then tick the appropriate box

A Asian or Asian British
 [] Bangladeshi
 [] Indian
 [] Pakistani
 [] Any other Asian background, please detail

B Black or Black British
 [] African
 [] Caribbean
 [] Any other Black background, please detail

C Chinese or other ethnic group
 [] Chinese
 [] Any other, please detail

D Mixed Heritage
 [] White and Asian
 [] White and Black African
 [] White and Black Caribbean
 [] Any other Mixed background, please detail

E White
 [] British
 [] English
 [] Irish
 [] Scottish
 [] Welsh
 [] Any other White background, please detail

F Any other ethnic or national group please specify

G Prefer not to say



Disability Monitoring

To make positive changes, One Creative Environments Ltd wishes to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 due to a health condition they may have, that has an impact on their lives.

What do we mean when we say disability?

- Do you have a physical or mental impairment?
- Is it long term?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore, we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Do you consider yourself to have a disability or a long-term health condition?

Yes No Prefer not to say

What is the effect or impact of your disability on your ability to give your best at work?

.....

.....

The information in this form is for monitoring purposes only. If you believe you require a ‘reasonable adjustment’ at interview or during employment, please discuss this with the recruiting manager or with HR.

Gender Monitoring

Concentrations of either men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring that all employees have access to the same opportunities and One Creative Environments Ltd is committed to work at achieving this.

Would you describe yourself as:

Male Female Prefer not to say
Other please specify

Have you ever identified as transgender?

Yes No Prefer not to say

Sexual Orientation

Monitoring sexual orientation in our staff and recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within One Creative Environments Ltd.

One Creative Environments Ltd seeks to become an exemplar employer and make sure our processes and practices are fair to all staff.

Please help us and do this by completing the following questions around your sexual orientation.

What is your sexual orientation?

- | | |
|--|--|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Gay man |
| <input type="checkbox"/> Gay Woman / Lesbian | <input type="checkbox"/> Heterosexual / Straight |
| <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say |

One Creative Environments Ltd will only use this information for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you. We will ensure in any analysis that is made public that it will not be possible to identify you.

Age Monitoring

We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. Greater experience does not always associate itself with greater ability and neither does older age and inability to learn new skills. By monitoring age, we seek to uncover these and other assumptions in the way we work at One Creative Environments Ltd.

Date of birth:

- | | | | |
|--|----------------------------------|----------------------------------|----------------------------------|
| 16 – 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 – 69 <input type="checkbox"/> | 70 – 74 <input type="checkbox"/> | 75+ <input type="checkbox"/> |
| Prefer not to say <input type="checkbox"/> | | | |

Religion, Faith or Belief

Whether or not you have a religion and what you do or do not believe in is likely to make difference to you and how you perceive the world. These perceptions are carried across into our workplaces.

It is said by some that what you do or do not believe is a private matter that should have no effect on your job. It is indeed a private matter, but it would be disingenuous to say that it had no effect on your employment. For example, One Creative Environments Ltd running training events or promotion panels during periods of religious fasting for some colleagues may well place them at a disadvantage in these instances.

One Creative Environments Ltd is committed to ensuring fairness and equal access to all employees whatever their faith or beliefs.

Overleaf is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance, furthermore we



Equal Opportunities – Monitoring Form

acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended.

Please tick the box that best describes you:

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Jew | <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Other Religion or Belief please specify if you wish | | |
| <input type="checkbox"/> No Religion | <input type="checkbox"/> Prefer not to say | |

The information provided on this form will be removed by our monitoring officer prior to consideration of your application.

Please return this form along with your application to:

PRIVATE & CONFIDENTIAL
Office Administration Manager/HR Advisor
One Creative Environments Limited
5 The Triangle
Wildwood Drive
Worcester
WR5 2QX