|  | **Equal Opportunities Monitoring Form** |
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London Metropolitan University Students’ Union is committed to the active promotion of equal opportunities in the recruitment and selection process and the training, promotion and employment of its staff. As part of the process of implementing the Equality & Diversity policy, we operate a monitoring system which provides data for the regular review of the Policy.

We would therefore appreciate it if you would answer the questions in the Equal Opportunities Monitoring section of this form. This information will be treated as confidential. Please note that the Personal Details and Equal Opportunities Monitoring section of the application form will be separated from your application form on receipt, before shortlisting of candidates takes place, so will not be seen by the shortlisting/interview panel.

LMSU is aware of the sensitive nature of this information and will understand if you choose not to fully complete the Equal Opportunities Monitoring section of this application form. Please note that your application will receive exactly the same consideration, irrespective of your decision to complete this section of the application form or not.

| **Please state if you agree for the information provided below to be used for monitoring purposes:** Please delete as appropriate: Yes / No |
| --- |
| **Gender:** (please delete as necessary ) | Female / Male / Other / Do not wish to disclose  |
| **Date of Birth:**  |  |
| **How do you define your sexual orientation:** (please delete as appropriate) | Heterosexual / Lesbian / Gay / Bisexual / Other / Do not wish to disclose |
| DISABILITY |
| **Do you consider yourself to have a disability / impairment covered by the Equality Act 2010?**Please delete as appropriate: Yes / No |
| Is there anything we need to know in order to offer you a fair selection process at interview? |
|  |
| Should you be successful in your appointment, please can you state below any specific arrangements that we would need to make in order to accommodate you? |
|  |
| **RELIGIOUS BELIEFS** – Please tick (✔) |
| Christianity  |  | Hinduism  |  |
| Atheism  |  | Judaism  |  |
| Buddhism  |  | Islam |  |
| Sikhism  |  | Other (please state) |  |
|  |
| **ETHNICITY** – Please tick (✔) |
|

| Asian / Asian British - Bangladeshi |  | Mixed - Any other Mixed Origin |  |
| --- | --- | --- | --- |
| Asian / Asian British - Indian |  | Mixed - White & Asian |  |
| Asian / Asian British - Pakistani |  | Mixed - White & Black African |  |
| Asian / Asian British - other |  | Mixed - White & Black Caribbean |  |
| Black / Black British - African |  | White - British |  |
| Black / Black British - Caribbean |  | White - Irish |  |
| Black / Black British - other |  | White - other White background |  |
| Chinese |  | Other (please state) |  |

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|  |
| **Where did you hear about the vacancy?**  |  |
|  |
| **Eligibility to work in the UK: To comply with legislation, all candidates must provide documentary evidence of their right to work in the United Kingdom.** |
| Are you legally permitted to work in the United Kingdom? Please delete as appropriate: Yes / No |
| Have you any limitations of which we should be aware in considering your application? Please delete as appropriate: Yes / No |
| If Yes, please state:  |  |

**DECLARATION**

**TO BE COMPLETED BY ALL APPLICANTS**

By signing and returning my application, I consent to Blue Edge Recruitment and London Metropolitan University Students’ Union obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 1998. I understand that if I am appointed this application form will become part of my personnel file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of six months from all relevant filing systems.

If it is found that any of the information provided in my application is false or if I have knowingly concealed any fact concerning my eligibility for this post, my name will be withdrawn as a candidate.

I certify the information provided in this application (and any further information enclosed), is correct.

I declare that all entries on this form are correct and complete. I accept that providing deliberately false information may result in my dismissal, if I am appointed.

| Signed:  |  | Dated: |  |
| --- | --- | --- | --- |