



Equal Opportunities Recruitment Monitoring Form



Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant, and for us as an organisation committed to equal opportunities. The City of London Corporation is a Disability Symbol User. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The City of London Corporation is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. Although you do not have to complete the form, by completing as much of the information as possible, you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

Please complete this form, which will be detached from your application form before your application is progressed to the shortlisting stage of the recruitment process.

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to the Equalities Manager, Corporate HR Unit, Town Clerk's Department, City of London Corporation, PO Box 270, Guildhall, London, EC2P 2EJ, and we will look into the points that you raise.

Alternatively you may e-mail: -



edhr@cityoflondon.gov.uk

Thank you for completing this form. We wish you success with your application.

NB: Please do not email your application form to this address. Application forms should be emailed to cru@cityoflondon.gov.uk



Reference Number:

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**HOW TO COMPLETE THIS FORM:**

Mark your responses by putting an 'X' in the box or by clicking on the appropriate box

1. I consider myself to be: Male ☐ Female ☐2. I consider myself to have a disability: Yes ☐ No ☐

3. I would describe my racial or cultural origin as:-

a AsianAsian – Bangladeshi ☐
Asian – British ☐
Asian – Indian ☐
Asian – Pakistani ☐
Any other Asian background ☐
*Please specify:***b Black**Black – African ☐
Black – British ☐
Black – Caribbean ☐
Any other Black background ☐
*Please specify:***c Chinese**Chinese ☐**d Irish**Irish ☐**e Mixed**Asian & White ☐
Black & White ☐
Any other mixed background ☐
*Please specify:***f White**White British ☐
White European Union ☐
Any other White background ☐
*Please specify:***g Other Ethnic Group***Please specify:* ☐

4. I am a CITIZEN of (please specify country, eg UK, Germany, Bangladesh)

5. I am aged: ☐ Years ☐ Months Date of Birth (DD/MM/YY):

6. I consider myself to be:

a Bisexual ☐**b Gay / Lesbian** ☐**c Heterosexual (Straight)** ☐

7. I am a member or follower of the following religious group:

a None / No religion ☐**d Hindu** ☐**g Sikh** ☐**b Buddhist** ☐**e Jewish** ☐**h Other** ☐**c Christian** ☐**f Muslim** ☐*Please specify:*

8. I hereby give my consent to the City of London Corporation processing the information given above in accordance with the purposes stated above.

Signed:

Date:

TO BE COMPLETED BY APPOINTING OFFICER ONLYShort Listed ☐ Interviewed ☐ Appointed ☐