

Recruitment Monitoring Form

Strictly Confidential



St Edward's CE Academy Cheddleton is committed to ensuring that job applicants are treated fairly and consistently and that no one is disadvantaged or discriminated against. Information collected via recruitment monitoring helps the Academy to fulfil this commitment and assists in the development and evaluation of employment policy.

St Edward's CE Academy Cheddleton is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. The General Data Protection Regulation becomes law in all European countries from 25th May 2018. From this date, EU residents (data subjects) have greater control over the processing of their personal data and organisations within the EU have obligations to protect personal data accordingly.

Under data protection law, individuals have a right to be informed of how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. A copy of the Privacy Notice for Job Applicants can be found by visiting www.stedwardsacademy.co.uk

When you apply for a position with the Academy, you can provide the Academy with data which is specified under the General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive. This means that, under the GDPR, we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our legitimate interests as a public organisation, where we have a legal obligation to process this data or where we have consent.

The Academy requires your consent to collect the data specified on the Recruitment Monitoring Form as:

- Ethnic origin
- Religion
- Sexual orientation

Providing this data is not obligatory, however, should you wish to provide this data for the Academy, we require your consent. To provide your consent to our collecting of this data, please sign in the box entitled 'Consent' at the bottom of the page.

Should you wish to provide the information outlined above, this will be utilised in accordance with the Staffordshire University Academy Trust's Data Protection Policy and Compliant Records Management Policy. This data will be accessed by approved Academy personnel and stored in a secure manner physically and also electronically in the Academy's Management of Information System, called SIMS. This is provided by a company called Capita.

Should you wish to withdraw your consent at any time, please contact the Principal on 01538 714840 to confirm the withdrawal of your consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid from the date in which it is signed, unless a withdrawal of consent is made. This data will be retained and deleted in accordance with the Trust's Compliant Records Management Policy.

If you have any queries or concerns in relation to the protection of data, please contact the Academy's data administrator via Mrs Erica Clifford on 01538 714840 or the Trust Data Protection Officer via 01782 969465 / hkirkham@suatrust.co.uk.

Consent

I consent to providing data as to my ethnic origin, religion and sexual orientation, which will be utilised in accordance with the Academy's privacy notices and data protection policies.

Name: _____

Signed: _____ Date: _____

Person/Role Details

Full Name

Job Title

Location/Establishment

Pay Reference for this post (If known)

Equal Opportunities

As part of our equal opportunities policy we request that you complete the following information. This information is for monitoring purposes only. All information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

Please indicate your ethnic origin:

Asian or Asian British – Bangladeshi	☐	Asian or Asian British – Chinese	☐
Asian or Asian British – Indian	☐	Asian or Asian British – Other	☐
Asian or Asian British – Pakistani	☐	Black or Black British – African	☐
Black or Black British – Caribbean	☐	Black or Black British – Other	☐
Mixed – Other	☐	Mixed Ethnic Group – White & Asian	☐
Mixed Ethnic – White & Black African	☐	Mixed Ethnic – White & Black Caribbean	☐
Other Ethnic Origin - Arab	☐	Prefer not to say	☐
White – Welsh/English/Scottish/N.Ireland	☐	White – Irish	☐
White – Other	☐	White – Gypsy/Irish Traveller	☐

Other Ethnic Group: (Please state)

Please indicate your Religion/Belief:

Buddhist	☐	Christian	☐
Hindu	☐	Jewish	☐
Muslim	☐	None	☐
Other	☐	Prefer not to say	☐
Sikh	☐		

Please provide your Date of Birth:

Please indicate your relevant Age Range:

16 – 17	☐	18 – 24	☐
25 – 29	☐	30 – 39	☐
40 – 49	☐	50 – 59	☐
60 – 64	☐	65+	☐

Please indicate your Sexual Orientation:

Bisexual	☐	Gay Man	☐
Heterosexual	☐	Lesbian/Gay woman	☐
Prefer not to say	☐		

Please indicate your gender:

Female	☐	Male	☐
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Disability

The Disability Discrimination Act (2010) defines a disabled person as someone with a 'physical or mental impairment which has substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'.

Do you consider yourself to have such a disability?

Yes	☐	No	☐
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Please indicate what type of disability you have

Do not wish to specify	☐	Hearing Impairment	☐
Learning Difficulties	☐	Learning Disability	☐
Long standing illness or health condition	☐	Mental Health Condition	☐
Mental illness	☐	Mobility Impairment	☐
Other	☐	Physical Co-Ordination difficulties	☐
Physical impairment	☐	Reduced physical capacity	☐
Sensory impairment	☐	Speech Impairment	☐
Visual impairment (Not corrected by Spectacles or contact lenses)	☐	Neurological Condition	☐