**RECRUITMENT MONITORING FORM**

**The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.**

**The information you provide will be handled and stored in accordance with the law.**

Aldeburgh Museum welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, ethnic origin, language, religion, marital status or sexual orientation. The aim of our policies is to ensure that the Museum’s employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made

**Please fill in all sections online or in black ink.**

|  |  |
| --- | --- |
| Role applied for |  |
| Name |  |
| Nationality |  |

|  |  |  |
| --- | --- | --- |
| **Gender and gender identity** | | |
| Male  Female | Transgender  Non-binary | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **Age** | | | |
| Under 21  21 – 30 | 31 – 40  41 – 50 | 51 – 60  60 – 64 | 65 or over  Prefer not to say |

|  |  |
| --- | --- |
| **Religion** | |
| Buddhist  Christian  Hindu  Judaism  Muslim | Sikh  None  Other, please specify:  Prefer not to say |

|  |  |
| --- | --- |
| **Vacancy**  How did you hear about this vacancy? Please give one answer only. | |
| Internal  Job Centre  Local Newspaper\*  National Newspaper\*  Website\* | Professional/trade journal\*  www.aldeburghmuseum.org.uk  Other\*  \*Please specify: |

|  |  |
| --- | --- |
| **Ethnic origin**  The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin. | |
| **(a) White**  British  Irish  Any other white background  **(b) Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  **(c) Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background | **(d) Black or black British**  Caribbean  African  Any other black background  **(e) Chinese or other ethnic group**  Chinese  Any Other  Prefer not to say  If you have ticked one of the ‘any other’ boxes, please describe your ethnic origin: |

|  |  |
| --- | --- |
| **Sexual orientation**  Which of the following categories best describes your sexuality? | |
| Lesbian  Gay  Bisexual | Heterosexual  Prefer not to say |

|  |  |
| --- | --- |
| **Disability**  According to the Equality Act 2010, a person has a disability if:   1. A person has a physical or mental impairment, and 2. The impairment has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities   Examples of conditions covered include:   * Physical impairments: sensory impairments, blindness, partial sight, hearing loss * Mental impairments: schizophrenia, dyslexia, bi-polar disorder, learning difficulties | |
| Do you have a disability? | Yes  No  Prefer not to say |

|  |  |
| --- | --- |
| **Education**  What’s the highest level of school you have completed or the highest degree you have received? | |
| No formal educational qualifications  GCSEs or O Levels  A Levels  Further Education College or vocational Training | University: BA  University: MA  University: DPhil or equivalent |

|  |  |
| --- | --- |
| Signature |  |
| Date |  |