****

**Equalities Monitoring Form**

**Please complete and upload along with your CV and Cover Letter.**

**This form will be detached before your application is considered. Any information given will be held in strict confidence, will not affect your application and will be processed in line with the data protection policy of Smart Works Charity.**

We are an equal opportunity employer. The aim of this form is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, ethnicity, gender, religion, or sexuality and analyse Smart Works Charity’s reach across a number of demographics.

**1. Age category**

18 – 25  26 – 34  35 – 44  45 – 54  55+  Prefer not to say

**2. Disability**

Do you consider that you have a physical disability? Yes No  Prefer not to say

Do you consider that you have a non-visible disability? Yes No  Prefer not to say

If ‘Yes’, please state the nature of the disability

Would you need any adjustments to be made to carry out this role?

Do you need any special assistance in attending interview? If so, please give details:

(The Equalities Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities).

**3. Ethnic Origin**

**Asian or Asian British Black or Black British:**

Chinese African

Indian  Caribbean

Any other Asian background  Any other black background

**White:**

British  Prefer not to say

Irish

Any other white background

**If you describe your ethic origin by another term, please provide this here:**

**4. Gender**

Female  Male

Non-binary  Prefer not to say

**If you describe your gender by another term, please provide this here:**

|  |  |
| --- | --- |
| **5. Religion/belief**  Christian | Buddhist |
| Jewish | Hindu |
| Sikh | Muslim |
| Other religion / faith | Non-Religious  Prefer not to say |

**6. Sexual Orientation**

|  |  |
| --- | --- |
| Heterosexual/straight | Bi/bisexual |
| Gay/Lesbian | Prefer not to say |

**If you describe your sexual orientation by another term, please provide this here:**

**Data Protection Statement**

Smart Works Greater Manchester will use this information to review compliance with its policies on equal opportunity. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we will process your data, please see our privacy notice, which can be [found here](https://smartworks.org.uk/privacy/).

To process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting [info@smartworks.org.uk](mailto:info@smartworks.org.uk).

Thank you.

**Signature:**

**Date:**