



# Equal Opportunities Monitoring Form

The Book People as an equal opportunities employer intends that no applicant or employee shall receive less than favourable treatment on the grounds of sex, age, marital/parental status, disability, race, ethnic background, sexual orientation, religious belief or be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

In order to ensure the successful development of this policy in relation to recruitment and selection, all applicants are requested to complete this form. Existing employees of The Book People, as well as external applicants are included in this monitoring scheme.

## Your Details *Please complete all sections in BLOCK CAPITALS*

Name of applicant \_\_\_\_\_

Post applied for \_\_\_\_\_

Gender Male  Female  Date of birth (DD/MM/YY)

Marital Status Single  Married  Separated  Divorced  Living with Partner

## Ethnic Origins

### Black

Black British   
 Caribbean   
 African   
 Any other black background (please specify) \_\_\_\_\_

### Mixed

White and black Caribbean   
 White and black African   
 Any other mixed background (please specify) \_\_\_\_\_

### Asian

Asian British   
 Indian   
 Pakistani   
 Bangladeshi   
 Any other Asian background (please specify) \_\_\_\_\_

### Chinese or other ethnic group

Chinese   
 Any other (please specify) \_\_\_\_\_

### White

British   
 Irish   
 Any other white background (please specify) \_\_\_\_\_

### Parental status

No. of children age 6 and under   
 No. of children age 6-12   
 No. of children age 12 and over

### Sexual orientation

Male homosexual   
 Male heterosexual   
 Male bisexual   
 Female homosexual   
 Female heterosexual   
 Female bisexual   
 Do not wish to disclose

### Religion

Christian   
 Muslim   
 Buddhist   
 Hindu   
 Sikh   
 Jewish   
 Other   
 Do not wish to disclose

Are you disabled? Yes  No  If yes, please describe your disability \_\_\_\_\_

Are there any special arrangements/adjustments that you would like us to make for the job interview? Yes  No   
 (If yes, please specify) \_\_\_\_\_

*Should you be short-listed we will contact you to discuss these arrangements further.*

Are there any reasonable adjustments we would need to make to the job itself which would assist you to carry out this role if appointed?  
 \_\_\_\_\_

Where did you see this post advertised?  
 \_\_\_\_\_

This information will not be circulated to the selection panel, but will form part of the personal **confidential** record of the successful applicant. This form, when completed should be returned with the application form.