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Description automatically generated**

**Application Form for the role of Office Manager**

Equal opportunities monitoring form

**Unique identification number:**

(For office use only)

We are an equal opportunity employer. The aim of our policy is to ensure that all job applicants and employees receive equally favourable treatment. We will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief\*, sex or sexual orientation.

\* Some posts require candidates to be committed Christians, because we are an actively Christian organisation. Where this is the case, this will be made clear in recruitment documentation, and in this case, Schedule 9, Part 1:3(a) of the Equality Act 2010 will apply.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

**Age**

* Prefer not to say
* School age
* Over school age - 17
* 18-24
* 25-34
* 35-44
* 45-54
* 55-64
* 65-74
* 75+

**Disability**

Do you have a disability?

* Prefer not to say
* Yes, I am aware I have a disability
* No, I don’t have a disability
* As far as I am aware, I don’t have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’ For these purposes, ‘long term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur.

**Ethnicity**

* Prefer not to say

Asian or Asian British

* Bangladeshi
* Indian
* Pakistani
* Other Asian background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Black or Black British

* African
* Caribbean
* Other Black background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Chinese and other groups

* Chinese
* Other ethnic group (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Dual heritage

* White and Asian
* White and Black African
* White and Caribbean
* Other dual heritage (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

White

* British
* Irish
* Other White background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Religion or belief\***

* Prefer not to say
* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Other (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* No religion

**Gender**

* Prefer not to say
* Male
* Female
* Non-binary

**Sexual orientation**

* Prefer not to say
* Lesbian
* Gay man
* Bisexual
* Heterosexual/straight

**Data protection statement**

**Data Controller**: USPG

USPG uses this information to review compliance with its policies on equal opportunity in relation to recruitment. 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 accordance with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is attached to this form.

We require your consent in order for us to process this information and to comply with data protection legislation. 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 the USPG Office Manager on 0207 921 2200.

Your signature:

Date: