## **Equality and Diversity Monitoring Form**

## **Private & Confidential**

We, Tutor Trust, are an equal-opportunity employer. Our policy aims to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated based on their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

We would like to use your data to ensure that this policy is fully and fairly implemented. We will use your data to compile statistics on the representation amongst our workforce of the categories listed. To use this information, we need your consent. Signing in the space below will indicate that you consent to your data being used for the purposes stated. You may withdraw your consent at any time by contacting the HR Team at [hr@thetutortrust.org](mailto:hr@thetutortrust.org)

Completion of this form is optional. Any responses you give will assist us in our commitment to equality, diversity and inclusion in the workplace. Your responses will be kept strictly confidential and will not be used in any decisions affecting you.

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Date |  |
| Position applied for  *(new applicants only)* |  |
| Location  *(delete as appropriate)* | Manchester Liverpool  Leeds/Bradford Remote |

# Gender

Male  Female

Prefer to self-describe  Prefer not to say

If you prefer to use your own term, please specify here:

# Do you identify as transgender?

Yes  No

Prefer to self-describe  Prefer not to say

If you prefer to use your own term, please specify here:

# Is the gender you identify with the same as your gender registered at birth?

Yes  No

Prefer not to say

# Age

16-24  25-34

35-44  45-54

55-64  65+

Prefer not to say

# What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Groups as defined by the most recent Census (for further information: List of ethnic groups – (www.ethnicity-facts-figures.service.gov.uk) Please tick the appropriate box:

**Asian/Asian British**

Bangladeshi  Chinese

Indian Pakistani

Prefer not to say

For any other Asian background, please write in:

**Black/African/Caribbean/Black British**

African Caribbean

Prefer not to say

Any other Black/African/Caribbean background, please write in:

**Mixed/multiple ethnic groups**

White and Asian  White and Black African

White and Black Caribbean  Prefer not to say

Any other mixed background, please write in:

**White**

British  English

Northern Irish  Scottish

Welsh  Irish

Gypsy or Irish Traveller  Roma

Prefer not to say

Any other white background, please write in:

**Another ethnic group**

Arab Prefer not to say

For any other ethnic group, please write in:

# Which of the following best describes your sexual orientation?

Heterosexual Gay

Lesbian Bisexual

Prefer not to say

If you prefer to use your own identity, please specify here:

# What is your religion or belief?

Buddhist  Christian

Hindu  Jewish

Muslim  Sikh

No religion or belief  Prefer not to say

If another religion or belief, please write in:

# Do you have caring responsibilities? If yes, please tick all that apply

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person is the main carer)

Prefer not to say

*Tutor Trust is committed to improving social mobility. The above question is recommended by the Social Mobility Commission to improve the organisation’s social mobility strategy. For more information:* Social Mobility Toolkit – Guide for Businesses – Social Mobility Commission (www.socialmobilityworks.org)

# What was the occupation of your main household earner when you were aged about 14?

**Modern professional & traditional professional occupations** such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer

**Senior, middle or junior managers or administrators**such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager

**Clerical and intermediate occupations** such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse

**Technical and craft occupations** such as: motor mechanic, plumber, printer, electrician, gardener, train driver

**Routine, semi-routine manual and service occupations** such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff

**Long-term unemployed** (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year)

**Small business owners** who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or café owner, taxi owner, garage owner

**Other** such as: retired, this question does not apply to me, I don’t know

**Prefer not to say**

**Thank you for taking the time to complete this form**

**This is separate from your application form and will not be seen by the shortlisting panel**

# Data Protection

Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. A copy of the privacy notice is attached to this application form.

1. The Company will collect and process personal data relating to you in accordance with the employee privacy notice which is attached to this contract of employment.
2. During the course of your employment you are likely to process personal data relating to other employees, customers, suppliers, and sub-contractors. It is a condition of your employment that you must process any personal data in accordance with the Company’s data protection policy and all relevant data protection legislation including but not limited to the General Data Protection Regulation 2016/679 (UK GDPR), the Data Protection Act 2018, and the Privacy and Electronic Communications Regulations (PECR).
3. Failure to comply with the data protection policy or said data protection legislation may lead to the instigation of formal disciplinary proceedings and, where a breach of the policy is found to be significantly serious, this may be treated as gross misconduct and the eventual consequence of this may result in summary dismissal.