

Equal Opportunities Monitoring Form

The Legal Services Commission is committed to achieving equal opportunities for all within its employment policies and procedures. We treat all employees and applicants for employment on merit and do not take into consideration factors that are not relevant to the job or shown to be justified, including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, gender or sexual orientation. These are known as protected characteristics.

We monitor our employment activity to help us to examine how our Equal Opportunities Policy is working and to take action for improvement should we identify areas where it is not working well.

Any information you provide will be treated in the strictest confidence and held separately from your personnel records. It will be used for statistical monitoring purposes only and has no impact whatsoever upon your application or subsequent employment. Please circle all answers.

Please tell us about the position you have applied for:				
Post reference number				
Position applied for				
Regional Office / Department applied to				
Is the position:	Full Time	Part Time	Permanent	Temporary
Please tell us how you found out about the post:				
Publication (please state which one)				
Internet (please state which site or search engine)				
Other (please specify)				

Please tell us about yourself: answering these questions will help us to ensure our recruitment and employment processes are fair to all and recognise the diversity needs of our workforce. However, we understand that how people are defined is a personal choice and understand if you prefer not to respond to some of these questions.

Age – please indicate the age group you are in:	16 – 24	25 – 29	30 – 39	40 – 49	50 – 59
	60 – 74				

Ethnicity – how would you describe your ethnicity?		
White		
British	Irish	Scottish
Welsh	English	Northern Irish
Gypsy / Traveller	Other White background	
Mixed		
White and Black Caribbean	White and Black African	Other Mixed background
White and Asian		
Asian or Asian British		
Indian	Pakistani	Other Asian background
Bangladeshi	Chinese	
Black or Black British		
African	Caribbean	Other Black background
Other ethnic group		
Arab	Any other ethnic group:	
Prefer not to say		

Caring responsibilities - is there anyone who relies on you for day-to-day care and attention e.g. a child under 18, spouse or someone else in your household other than a tenant, lodger or boarder?

Yes	No	Prefer not to say
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Religion or Belief – please indicate what best describes you:

Buddhist	Christian	Hindu
Jewish	Muslim	Sikh
Agnostic	Atheist	No religion
Other religion or belief (please specify):		Prefer not to say

Gender – please indicate your gender:

Female	Male	Prefer not to say
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Transgender – do you currently live or plan to live in the gender opposite to your gender at birth?

Yes	No	Prefer not to say
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Sexual Orientation - please indicate your sexual orientation:

Heterosexual	Gay Man	Gay Woman / Lesbian
Bisexual	Other	Prefer not to say

Disability - The Equality Act 2010 defines 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 which has lasted or is expected to last, at least 12 months. Alternatively some conditions, such as severe disfigurement, a diagnosis of cancer, HIV infection, multiple sclerosis or a progressive condition, are also covered under the Act. To help us to make reasonable adjustments to address their needs for support to overcome barriers in the workplace:

Do you consider yourself to have a disability or a long-term health condition?

Yes	No	Prefer not to say
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If yes, which of the following apply to you? (you can select more than one)

Blind or visual impairment	Deaf or hearing impairment
Learning difficulty	Mental health condition
Mobility	Other disability
None of these	Prefer not to say

To ensure we offer you a fair recruitment process, please tell us whether you require any reasonable adjustment should you be invited to interview:

Yes	No
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If yes, please provide details:

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Armed Forces - please complete if applicable:

I am a member of the following:

Reserve Forces	Territorial Army
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Thank you for completing this form. Please return it along with your completed application to Shared Service Centre, Exchange Tower, 2 Harbour Exchange Square, London, E14 9GE