

Equal Opportunities Monitoring Form

The Legal Services Commission is committed to the achievement of Equal Opportunities for all within its employment policies and procedures. We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job, specifically age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. These are known as protected characteristics.

Monitoring equalities information of job applicants enables us to understand the diverse make-up of our workforce and to assess whether our policies are working. Any information given will be treated in the strictest confidence in accordance with data protection rules. It will be held separately from your personnel records and will be used for statistical monitoring purposes only. It will have no impact whatsoever upon your application or subsequent employment.

Please tell us about the position you have applied for: - Please answer all questions in this section.				
Post reference number				
Position applied for				
Regional Office / Department applied to				
Status of the position you have applied for	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 monitor our recruitment practices and recognise the diversity needs of our workforce. Knowing how many people who share a protected characteristic apply for jobs, get interviewed and are successful can help to ensure we are recruiting without discriminating. Monitoring our workforce tells us if people with a particular protected characteristic(s) are over or under represented and if we need to make changes to sort out any potential discrimination

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

Ethnicity – please describe your ethnicity		
White		
White British	White Irish	White Scottish
White Welsh	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		

Black or Black British		
African	Caribbean	Other Black background
Chinese or other ethnic group		
Chinese	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, spouse or someone else in your household other than a tenant, lodger or boarder?		
Yes	No	Prefer not to say

Religion or Belief – please describe your religion or belief		
Buddhist	Christian	Hindu
Jewish	Muslim	Sikh
Agnostic	Atheist	None
Other (please specify):		Prefer not to say

Gender – please indicate your gender		
Female	Male	Prefer not to say

Disability - The LSC offers a guaranteed interview to applicants who consider themselves to have a disability and who meet the essential criteria for the job. 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. Some conditions such as severe disfigurement, a diagnosis of cancer, HIV infection, multiple sclerosis or a progressive condition are also covered under the Act.		
Do you consider yourself to have a disability?		
Yes	No	Prefer not to say
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	
In order to offer you a fair selection process, please tell us if you have a disability and require any reasonable adjustment made for the interview.		
Yes	No	
If yes, please provide details		

Sexual Orientation - please describe your sexual orientation:		
Heterosexual	Gay Man	Lesbian
Bisexual	Other	Prefer not to say

Armed Forces - please complete if applicable:	
I am a member of the following:	
Reserve Forces	Territorial Army

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