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**Equal Opportunities Monitoring Form**

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| **Post applied for:**  | **RECEPTIONIST**  |
| We are committed to equal opportunities in employment ensuring 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. **If you wish** to assist us in achieving a diverse workforce, and advertising our vacancies appropriately, please complete the following questionnaire. If you do not wish to complete the form, this will have no bearing on any selection decisions.All information will be treated in the strictest confidence, processed anonymously and separately from any application form you submit. The information will not be provided to or shared with the shortlisting or interview panel. |

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| ***Ethnic OriginPlease select the appropriate box to indicate your ethnicity***  |
|  **White** |
| English |  | Scottish |  | Welsh  |  |
| Northern Irish |  | Irish  |  | British  |  |
| Gypsy or Irish Traveller |  |  |
| Any other White background, please state:  |
| **Asian or Asian British**  |
| Indian  |  | Pakistani  |  | Bangladeshi |  |
| Chinese  |  |  |
| Any other Asian background, please state:  |
| **Black, African, Caribbean or Black British**  |
| African  |  | Caribbean  |  |  |
| Any other Black, African or Caribbean background, please state:  |
| **Mixed or Multiple Ethnic Groups** |
| White & Black Caribbean |  | White and Black African  |  | White and Asian  |  |
| Any other Mixed of Multiple ethnic background, please state:  |
| **Other Ethnic Group**  |
| Arab  |  | Arab Scottish/British  |  |  |
| Any other Ethnic Group, please state:  |
| Prefer not to say  |  |  |

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| ***Gender*** |
| Male  |  |  |
| Female |  |  |
| Prefer not to say |  |  |
| Prefer to self-describe, please provide details:  |

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| ***Sexual Orientation***  |
| Heterosexual/Straight |  | Gay/ Lesbian |  |
| Bi-Sexual  |  | Prefer not to say |  |
| Prefer to self-describe, please state:  |

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| ***Religion***  |
| I would describe my religious background/ belief as:  |

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| ***Age***  |
| 16-24 |  | 25-34 |  |  |
| 35-44 |  | 45-54 |  |
| 55-64 |  | 65+ |  |
| Prefer not to say |  |  |

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| ***Disability***  |
| Do you consider yourself to have a disability?  | Yes |  | No  |  |
| If yes, what is the effect or impact of your disability on your work? Please state:   |

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| ***Advert***  |
| Where did you hear about this post?  |
|   |