

HERITAGE ENVS Ltd Equality and Diversity Recruitment Monitoring Form

Job Ref:	
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In compliance with our Equality and Diversity Opportunity Policy, we are monitoring job applications to make sure discrimination on the grounds of sex, sexual orientation, gender reassignment, race, ethnic origin, religion, marital status, age and disability do not occur. We would be grateful if you would complete and return this form with your employment/job application form.

Confidential

1. Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
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2. Preferred Title	<input type="checkbox"/> Miss <input type="checkbox"/> Ms	<input type="checkbox"/> Mr <input type="checkbox"/> Dr	<input type="checkbox"/> Mrs <input type="checkbox"/> Other:
Full Name			

3. Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<input type="checkbox"/> Single <input type="checkbox"/> Widowed	<input type="checkbox"/> Separated <input type="checkbox"/> Other:
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4. Ethnic Origin	<input type="checkbox"/> White British <input type="checkbox"/> Black/Black British <input type="checkbox"/> Chinese	<input type="checkbox"/> White Irish <input type="checkbox"/> Asian <input type="checkbox"/> Mixed	<input type="checkbox"/> White Other <input type="checkbox"/> Asian British <input type="checkbox"/> Other:
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5. Disability	Do you consider yourself to be disabled under the Disability Discrimination Act? (The Disability Discrimination Act (1995) defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what is the nature of your disability? <i>(optional)</i>	

6. Age Range	<input type="checkbox"/> 16 - 24 <input type="checkbox"/> 45 - 54	<input type="checkbox"/> 25 - 34 <input type="checkbox"/> 55 - 64	<input type="checkbox"/> 35 - 44 <input type="checkbox"/> 65+
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The information you have provided here will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be used solely to monitor the diversity of Heritage Envelopes Ltd recruitment regarding Equal Opportunity issues.