**KICKSTART RECRUITMENT MONITORING FORM**

**The information supplied on this form is strictly confidential and does not form part of your application. It will be kept separately from your application form and will not be taken into account when making the appointment.**

We welcome applications for employment from all of the community. It is a fundamental principle that all people are equally valued regardless of their gender, age, disability, ethnic origin, language, religion, marital status or sexual orientation. We aim to ensure that our employment practices do not allow unfair discrimination and promote equality of opportunity.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. By collecting the information provided on this form we progressively assess our performance and identify where improvements should be made. We report on the diversity of our organisation to our funders annually.

By completing this form, I accept that my data will be shared and processed by the organisations taking part in the Museum of East Anglian Life Kickstart consortium scheme. The information you provide will be handled and stored in accordance with the law.

**Please fill in all sections online or in black ink.**

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| --- | --- |
| Role applied for | Museum Assistant |
| Name |  |
| Date |  |
| Nationality |  |

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| --- | --- |
| **Vacancy**  How did you hear about this vacancy? Please give one answer only. | |
| Internal  Job Centre  Newspaper\*  Word of mouth  Website\* | Professional/trade journal\*  Social media  Other\*  \*Please specify: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Age** | | | |
| Under 21  21 – 30 | 31 – 40  41 – 50 | 51 – 60  60 – 64 | 65 or over  Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **Gender and gender identity** | | |
| Male  Female | Transgender  Non-binary | Prefer not to say |

|  |  |
| --- | --- |
| **Religion** | |
| Buddhist  Christian  Hindu  Judaism  Muslim | Sikh  None  Other, please specify:  Prefer not to say |

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| --- | --- |
| **Ethnic origin**  The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin. | |
| **(a) White**  British  Irish  Any other white background  **(b) Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  **(c) Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background | **(d) Black or black British**  Caribbean  African  Any other black background  **(e) Chinese or other ethnic group**  Chinese  Any Other  Prefer not to say  If you have ticked one of the ‘any other’ boxes, please describe your ethnic origin: |

|  |  |
| --- | --- |
| **Sexual orientation**  Which of the following categories best describes your sexuality? | |
| Lesbian  Gay  Bisexual | Heterosexual  Prefer not to say |

|  |  |
| --- | --- |
| **Disability**  According to the Equality Act 2010, a person has a disability if:   1. A person has a physical or mental impairment, and 2. The impairment has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities   Examples of conditions covered include:   * Physical impairments: sensory impairments, blindness, partial sight, hearing loss * Mental impairments: schizophrenia, dyslexia, bi-polar disorder, learning difficulties | |
| Do you have a disability? | Yes  No  Prefer not to say |

|  |  |
| --- | --- |
| **Education**  What’s the highest level of school you have completed or the highest degree you have received? | |
| No formal educational qualifications  GCSEs or O Levels  A Levels  Further Education College or vocational training | University: BA  University: MA  University: DPhil or equivalent |

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| --- |
| **Background**  What was the occupation of the main/highest income earner in your household when you were 14? |
| Modern Professional Occupations – e.g. teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer  Clerical and Intermediate Occupations – e.g. secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse  Senior Managers and Administrators – Usually responsible for planning, organising and co-ordinating work for finance such as finance manages, chief executive etc.  Technical and Craft Occupations – e.g. motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver  Semi-Routine Manual and Service Occupations – e.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant  Routine Manual and Service Occupations – e.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff  Middle or Junior Managers – e.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican  Traditional Professional Occupations – e.g. solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer  Short Term Unemployed – Claimed Jobseeker’s Allowance or earlier unemployment benefit for a year or less  Long Term Unemployed – Claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year  Retired  Not applicable  Don’t know  Prefer not to say  Other – please specify: |