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**Internal Equality and Diversity Monitoring form**

The following sets out categories for monitoring ethnicity. We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you. Saint Francis Hospice assures you that any information you provide will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential to the staff in our People & Culture Department.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Offered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is your ethnicity?** Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

Choose ONE section from A to F, and then tick the appropriate box

**A** **Asian or Asian British** **D** **Mixed / multiple ethnic groups**

 [ ]  Bangladeshi [ ]  White and Asian

 [ ]  Indian [ ]  White and Black African

 [ ]  Pakistani [ ]  White and Black Caribbean

 [ ]  Chinese [ ]  Any other Mixed background

 [ ]  Any other Asian background

**B** **Black or Black British** **E** **White**

 [ ]  African [ ]  British

 [ ]  Caribbean [ ]  English

 [ ]  Any other Black background [ ]  Irish

 [ ]  Scottish

**C** [ ]  Arab [ ]  Welsh

 [ ]  Any other ethnicity [ ]  Gypsy or Irish Traveller

 [ ]  Any other White background

 **F**  [ ]  Prefer not to say

**Disability monitoring**

To make positive changes, Saint Francis Hospice wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore, we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

**Do you consider yourself to have a disability or a health condition?**

 [ ]  Yes [ ]  No

**What is the effect or impact of your disability or health condition?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 [ ]  Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your Manager who is trained to help and support you.

**Gender**

Gender monitoring is key to ensuring that all employees have access to the same opportunities and Saint Francis Hospice is committed to work at achieving this.

**Would you describe yourself as:**

[ ]  Man [ ]  Woman [ ]  Non-binary [ ]  If you prefer to use your own term,

please specify here ………………………………………………………………………………………………………..

[ ]  Prefer not to say

**Sexual orientation**

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within Saint Francis Hospice.

Saint Francis Hospice seeks to become an exemplar employer and make sure our processes and practices are fair to all staff.

Please help us and do this by completing the following questions around your sexual orientation.

**What is your sexual orientation?**

 [ ]  Bisexual

 [ ]  Gay man

 [ ]  Gay Woman / Lesbian

 [ ]  Heterosexual / Straight

 [ ]  Other, if you prefer to use your own term, please specify here ………………………

 [ ]  Prefer not to say

Saint Francis Hospice will only use this information for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you.

We will ensure in any analysis that is made public that it will not be possible to identify you.

**Religion or belief**

Whether or not you have a religion and what you do or don’t believe in is likely to make difference to you and how you perceive the world. These perceptions are carried across into our workplaces.

It is said by some that what you do or don’t believe is a private matter that should have no effect on your job. It is indeed a private matter but it would be disingenuous to say that it had no effect on your employment. For example, Saint Francis Hospice running training events or promotion panels during periods of religious fasting for some colleagues may well place them at a disadvantage in these instances.

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance, furthermore we acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended.

**Please tick the box that best describes you:**

 [ ]  Buddhist

 [ ]  Christian

 [ ]  Hindu

 [ ]  Jewish

 [ ]  Muslim

 [ ]  Sikh

 [ ]  Other Religion or Belief (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  No Religion or belief

 [ ]  Prefer not to say

**Relationship Status**

**Please tick the box that best describes you:**

 [ ]  Married

 [ ]  Single

 [ ]  Civil Partnership

 [ ]  Legally separated

 [ ]  Divorced

 [ ]  Widowed

 [ ]  Prefer not to say

**Age**

**Thank you for taking the time to complete this form.**

**Please tick the box for your age range**

16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ]

50-54 [ ]  55-59 [ ]  60-64 [ ]  65 + [ ]  Prefer not to say [ ]