**Equal Opportunities Monitoring Form**

In accordance with its policy on equal opportunities in employment, LSHW will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We also monitor Welsh language skills. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same whether or not they provide this information. Thank you for your assistance.

|  |  |
| --- | --- |
| **Post title:** |   |
| **Location:** |   |
| **Full name:** |   |
| **1. Gender assigned at birth** |
| Male |   |
| Female |   |
| Prefer not to say |   |
| **2. Which of the following best reflects how you would describe your gender identity?** |
| Male |   |
| Female |   |
| In another way |   |
| If you would like to, please say how you describe your gender identity  |   |
| Prefer not to say |   |
| Other |   |
| **3. Does your gender identity align with the gender assigned to you at birth?** |
| Yes |   |
| No |   |
| Prefer not to say |   |
| **4. Age** |   |
| **5. Marital status** |
| Married or in a civil partnership |   |
| Single |   |
| Other |   |
| Prefer not to say |   |
| **6. What is your sexual orientation?** |
| Bi/bisexual |   |
| Gay/lesbian |   |
| Heterosexual/straight |   |
| Other term |   |
| Prefer not to say |   |
| **7. Do you have any disabilities?**YES/NOThis information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager. |
| **8. Ethnic origin**(Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): |
| **A White:** |
| British |   |
| English |   |
| Scottish |   |
| Welsh |   |
| Northern Irish |   |
| Irish |   |
| Gypsy or Irish Traveller |   |
| Prefer not to say |   |
| Other White background, please specify: |   |
| **B Mixed/Multiple ethnic groups:** |
| White and Black Caribbean |   |
| White and Black African |   |
| White and Asian |   |
| Prefer not to say |   |
| Other Mixed/Multiple ethnic background, please specify: |   |
| **C Asian, Asian British:** |
| Indian |   |
| Pakistani |   |
| Bangladeshi |   |
| Chinese |   |
| Prefer not to say |   |
| Other Asian background, please specify: |
| **D Black, African, Caribbean, Black British:** |
| African |   |
| Caribbean |   |
| Prefer not to say |   |
| Other Black, African, Caribbean background, please specify: |   |
|  |  |  |  |
| **E Other ethnic group:** |
| Arab |   |
| Prefer not to say |   |
| Other ethnic group, please specify: |   |
| **9. Religion or belief** |
| No religion or belief |   |
| Buddhist |   |
| Christian |   |
| Hindu |   |
| Jewish |   |
| Muslim |   |
| Sikh |   |
| Prefer not to say |   |
| Other, please specify: |
| **Where did you see this post advertised?** |
|   |

|  |
| --- |
| **10. Welsh Language** |
| **Listening** |
| 0 | No skills. |  |
| 1 | Able to understand basic enquiries in Welsh (‘Ble mae...?’; ‘Ga i siarad â...?’).  |  |
| 2 | Able to understand a basic social conversation in Welsh. |  |
| 3 | Able to follow routine conversations involving work between fluent Welsh speakers. |  |
| 4 | Able to follow the majority of conversations involving work including group discussions.  |  |
| 5 | Able to understand all conversations involving Welsh. |  |
| **Reading** |
| 0 | No skills. |  |
| 1 | Able to read basic words and phrases e.g. signs or short and simple notes.  |  |
| 2 | Able to read basic material involving work (slowly).  |  |
| 3 | Able to read routine information with a dictionary. |  |
| 4 | Able to read the majority of material in own area.  |  |
| 5 | Able to understand all material involving work.  |  |

|  |
| --- |
| **Speaking** |
| 0 | No skills. |  |
| 1 | Able to conduct a general conversation (greetings, names, sayings and place names).  |  |
| 2 | Able to answer simple enquiries involving work.  |  |
| 3 | Able to converse with someone else, with some hesitancy, regarding routine work issues.  |  |
| 4 | Able to speak the language in the majority of situations using some English words.  |  |
| 5 | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary.  |  |
| **Writing** |
| 0 | No skills.  |  |
| 1 | Able to write basic messages – ‘Diolch am y llythyr. Dyma gopi o’r map.’  |  |
| 2 | Able to answer simple correspondence with assistance.  |  |
| 3 | Able to draft routine text, with editing assistance.  |  |
| 4 | Able to prepare the majority of written material related to the area of work, with some assistance in terms of revision.  |  |
| 5 | Skilled – able to complete complex written work without the need for revision.  |  |

|  |
| --- |
| **Data Protection:** The Company treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the Company in accordance with its data protection policy. Information about how your data is used and the basis for processing is provided in the Company’s job applicant privacy notice.I hereby give my consent to Life Sciences Hub Wales processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the LSHW data protection officer. |
| **Applicant's signature:** |   | **Date:** |   |