

# EQUAL OPPORTUNITIES MONITORING FORM



Payne seeks to create a culture of employment and service delivery through its managers and other employees in which people can feel confident about being treated with fairness, dignity and tolerance irrespective of their personal circumstances, background or lifestyle.

To help us work towards the success of our policies, we ask that all people complete this form when applying for employment with us. This form is kept separate from the main application form and is not seen by the manager involved in shortlisting for interview. The questions relating to disability and particular special requirements are asked in order that proper arrangements can be made when planning interviews and to help proper discussions of possible job needs at interview. Other information is used for summary purposes only and is produced in a way that will not identify you as an individual.

On the understanding of the above, it would be of help if you were to give the following information:

Job applied for: ..... Reference No. ....

Surname: .....

First names: .....

I would describe myself as having a disability:  yes  no

Special requirements that may be necessary to attend interview are:

Special requirements that may be necessary for me to carry out the defined job are:

Please tick the appropriate choice:

Male  Single  Divorced/Separated  
 Female  Married (or with partner)  Widow/Widower

Current age:  16-20  21-25  26-30  31-35  36-40  61-65 Date of birth is  
 41-45  46-50  51-55  56-60 .....

I have a responsibility for caring for dependant children (under 16):  yes  no

I have a responsibility for caring for other dependant relatives:  yes  no

I consider my racial/cultural background to be:

**Black:**  African  Afro-Caribbean  U.K.  
**Asian/Black:**  Chinese  Indian  Pakistani  Bangladeshi  U.K.  
**White:**  European (not U.K.)  Irish  U.K.  
**Other:**  Please state.