

Parish Team Administrator Recruitment Monitoring Form

The Parochial Church Council of St Francis is striving to ensure the equality of opportunity in its employment policies and therefore we have decided to monitor our recruitment practices. This will help us identify areas of under-representation in our workforce and to assess those areas where positive action is needed. In order that we can monitor the recruitment process you will be asked to complete this form on application.

Your co-operation in completing this form would be greatly appreciated. We must stress that any information you give will be strictly confidential. You are not obliged to answer the questions, but you will appreciate that, for our monitoring policy to be wholly effective, we would hope to have 100% response. If you do not wish to answer any question(s) this will not affect your application in any way.

Please complete this form and return via email to office@stfrancisstrood.org

There follows an explanation of some of the sections where appropriate. Thank you for your time and co-operation in completing our form.

Details of job you are applying for:

Job title

Are you applying to work: Part-time ☐ Full time ☐ Job Share ☐

Is the post: Permanent ☐ Temporary ☐

1. ETHNIC ORIGIN

I would describe my ethnic origin as *(in your own words or if you prefer please tick one of the following)*:

| | | | |
|------------------------------|--------------------------|------------------------|--------------------------|
| White | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Black-African | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Black-Caribbean | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Black-Other (please specify) | | Other (please specify) | |

Guidelines: Ethnic Origin

We appreciate that some people, including those of mixed race, may not be happy with classification used on monitoring forms. If you wish to classify yourself in some other way, please use the additional space provided to do so.

2. GENDER

I am (*please tick one of the following*):

Male ☐

Female ☐

3. WHAT AGE ARE YOU?

Under 25

25-34

35-44

45-54

55-64

65+ (*applies after Oct'06)

4. DISABILITY

a) I do/do not have any disabilities*

b) I am/am not registered disabled*

c) I would/would not require special adaptations/equipment to take up employment*

Please specify:

*If you answer in the affirmative to any of the above questions and are short-listed for interview, please contact the office to ensure that interview arrangements are to your satisfaction.

Guidelines: Disability

We understand that many employees do not declare disability because of possible discrimination against them by employers in the selection process and many people do not register as disabled for the same reason.

St Francis, Strood **will not** discriminate against those with a disability. We welcome applications from disabled candidates, and we would like to know how many people we attract to St Francis, Strood so that we can monitor the effectiveness of our policies towards disabled people.

5. SEXUAL ORIENTATION

I would describe myself as (*please tick one of the following*):

Heterosexual

Lesbian

Gay

Bisexual Transsexual



Guidelines: Sexual Orientation

We appreciate that some people may find the question on sexual orientation to be an extremely personal one and we must therefore reiterate that you are under no obligation to answer it.

6. MEDIA RESPONSE

Where did you see this post advertised?

7. COMMENTS

Do you have any comments about our monitoring form?

THANK YOU FOR YOUR HELP IN COMPLETING THIS FORM!