



**Confidential**

# Monitoring Form

## Working towards equal opportunities

East Herts Council is committed to a policy of equality of opportunity in both employment and service provision. We seek to ensure that no person receives less favourable treatment on the grounds of gender, race, or ethnic origins, marital status, disability, age, sexual orientation, family responsibilities, religion, trade union involvement or political belief or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. To this end, individuals are to be recruited, trained and promoted solely on the basis of genuine job requirements, relevant experience and qualifications, skill and other objective criteria.

In order to help us effectively monitor our Equal Opportunities policy you are requested to complete the enclosed monitoring form. The confidential form will be separated from your application details for analysis by the Human Resources Service only.

Position applied for:	
Post no:	Post Code:
Surname:	
First Name:	
Gender:	Age:
Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities that you wish to declare under the Equality Act? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give details	
Do you wish to be considered under the Disability Symbol Scheme (Two Ticks)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Religion (Optional)	

**Please turn over**

I would describe my ethnic origin as: (please tick box)\*

**White**

White British  
White Irish  
Gypsy or Irish Traveller  
Any other White background

**Asian/Asian British**

Indian Pakistani  
Bangladeshi Chinese  
Any other Asian background

**Other ethnic group**

Arab  
Other ethnic group

**Mixed/Multiple Ethnic Group**

White and Black Caribbean White  
and Asian  
White and Black African  
Any other mixed background

**Black/African/Caribbean/**

**Black British**

Caribbean  
African  
Any other Black background

\* Categories used are those utilised by the Office of Population Censuses and Surveys

How did you hear about this job? (if you saw an advertisement, please state which publication/website it was in)

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**Data Protection Act 1998:**

The Personal information submitted by you on this application form and in any accompanying documents will be used by the Council, and any other person it appoints to assist, for the purpose of selecting who to appoint to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the Council against a legal challenge to the fairness of the selection process from any interested party.

The information supplied to you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

**If you decline to give your consent as requested above the Council will be unable to consider your application for employment.** Please sign the statement below indicating your consent to the information being held, used and verified as described above. I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described.

Signed:

Date:

Please complete this form and return it with your application to:  
Human Resources, East Herts Council, Wallfields, Pegs Lane, Hertford, SG13 8EQ