

## SHELDON SCHOOL

An Academy

### EQUALITY OF OPPORTUNITY

Sheldon School is committed to a policy of ensuring that all job applicants and employees receive equality of opportunity.

The aim of this policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex or marital status, age, disability, sexual orientation or religious beliefs and practices or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The school will continue to review its personnel policies and practices generally and take appropriate action to make this policy fully effective.

To ensure the Equal Opportunities Policy is being carried out, the school has undertaken to monitor all aspects of the recruitment and selection processes.

The monitoring exercise has been designed in accordance with guidelines from the Commission for Racial Equality and the Equal Opportunities Commission and it has been approved by the appropriate Trade Unions. The information will not be used for any other purposes than monitoring of the Equal Opportunities Policy. All information supplied will be kept strictly confidential. In order to assist the school to pursue its policy of equal opportunity, would you please complete the questionnaire overleaf. The information you give will be stored in a computer.

The categories of ethnic origin which you are asked to complete are as follows:

**White**

- British
- Irish
- Any other White background

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

**Black or Black British**

- Caribbean
- African
- Any other Black background

**Chinese or Other Ethnic Group**

- Chinese
- Any other ethnic group

**Mixed**

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

Only with your co-operation can the monitoring exercise be effective and I would therefore be particularly grateful for your help.

Peter Lynch  
Headteacher

## EQUALITY OF OPPORTUNITY

Sheldon School is committed through its Equal Opportunities Policy to ensuring that all job applicants are considered on a fair, unbiased and lawful basis. The school requires information about sex, ethnic origin, age and disability to help monitor this policy. Further details of this policy and information required are provided overleaf. The following information will only be used for this purpose and will be treated in strict confidence.

Title of post applied for

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<p><b>ETHNIC ORIGIN</b> I would describe my ethnic origin as: (Please ✓ the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc;"><b>WHITE</b></td> <td style="width: 50px;"></td> </tr> <tr> <td>- British</td> <td></td> </tr> <tr> <td>- Irish</td> <td></td> </tr> <tr> <td>- Other White (please specify)</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;"><b>BLACK OR BLACK BRITISH</b></td> <td></td> </tr> <tr> <td>- Caribbean</td> <td></td> </tr> <tr> <td>- African</td> <td></td> </tr> <tr> <td>- Other Black (please specify)</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;"><b>ASIAN OR ASIAN BRITISH</b></td> <td></td> </tr> <tr> <td>- Indian</td> <td></td> </tr> <tr> <td>- Pakistani</td> <td></td> </tr> <tr> <td>- Bangladeshi</td> <td></td> </tr> <tr> <td>- Other Asian (please specify)</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;"><b>CHINESE OR OTHER ETHNIC GROUP</b></td> <td></td> </tr> <tr> <td>- Chinese</td> <td></td> </tr> <tr> <td>-</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;"><b>MIXED</b></td> <td></td> </tr> <tr> <td>- White and Black Caribbean</td> <td></td> </tr> <tr> <td>- White and Black African</td> <td></td> </tr> <tr> <td>- White and Asian</td> <td></td> </tr> <tr> <td>- Other mixed (please specify)</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<b>WHITE</b>		- British		- Irish		- Other White (please specify)		<b>BLACK OR BLACK BRITISH</b>		- Caribbean		- African		- Other Black (please specify)		<b>ASIAN OR ASIAN BRITISH</b>		- Indian		- Pakistani		- Bangladeshi		- Other Asian (please specify)		<b>CHINESE OR OTHER ETHNIC GROUP</b>		- Chinese		-		<b>MIXED</b>		- White and Black Caribbean		- White and Black African		- White and Asian		- Other mixed (please specify)						<p><b>SEX</b> (Please ✓ the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>MALE</td> <td style="width: 50px;"></td> </tr> <tr> <td>FEMALE</td> <td></td> </tr> </table> <p><b>AGE</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> </tr> </table> <p><b>DATE OF BIRTH</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;">/</td> <td style="width: 30px; text-align: center;">/</td> <td style="width: 30px;"></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>DISABILITY</b> (Please ✓ the appropriate box) Do you consider yourself disabled?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>YES</td> <td style="width: 50px;"></td> </tr> <tr> <td>NO</td> <td></td> </tr> </table> </div> <p><b>WHERE DID YOU SEE THE VACANCY ADVERTISED?</b> (Please ✓ the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Local Newspaper</td> <td style="width: 50px;"></td> </tr> <tr> <td>National Newspaper</td> <td></td> </tr> <tr> <td>LEA Vacancies Bulletin</td> <td></td> </tr> <tr> <td>Professional Journal</td> <td></td> </tr> <tr> <td>Job Centre</td> <td></td> </tr> <tr> <td>Internet (please detail below):</td> <td></td> </tr> <tr> <td>www.</td> <td></td> </tr> <tr> <td>Other (please detail below):</td> <td></td> </tr> </table>	MALE		FEMALE			/	/		YES		NO		Local Newspaper		National Newspaper		LEA Vacancies Bulletin		Professional Journal		Job Centre		Internet (please detail below):		www.		Other (please detail below):	
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Thank you for answering these questions. Please place this page in the envelope provided, seal it and sign across the seal.

**DO NOT INSERT THE WHOLE APPLICATION FORM IN THIS ENVELOPE**

Please return the application form and the sealed envelope to Sheldon School.

Completion and submission of this form is taken as consent to process the information you have provided.