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**Equal Opportunities Form**

**For Applicants**

**Why are we asking for this information?**

The Trust is requesting information via this form as we understand our duty to ensure equal opportunities, dignity and that applicants are not discriminated against. Using the information collected, we aim to ascertain satisfaction with equal opportunity practices in the Trust and improve upon them. While we are requesting that you complete this form, you are not required to.

**Your information will be treated in the strictest confidence and will have no connection with the evaluation of your application in any way.**

If you have further questions regarding what the Trust aims to accomplish with this information, please feel free to contact the Chair of Trustees or the Company Secretary.

**Data protection statement**

The Trust will treat all data as confidential and keep it in line with our Record Management Policy and Data Protection Policy and will ensure that the following principles are adhered to before providing you with this form:

* Data is processed lawfully, fairly and in a transparent manner.
* Data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
* Data will be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
* Data is accurate and, where necessary, kept up-to-date.
* Data is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes that the personal data is processed.
* Data will be processed in a manner that ensures appropriate security of the personal data.

Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information via: [HR@samphirestar.com](mailto:HR@samphirestar.com)

**Data collection -** Please complete the following sections as you deem appropriate.

**Ethnic origin – tick the appropriate selection -** The Trust wishes to seek this information as we want to ensure that our recruitment processes and workplaces are inclusive and welcoming to all ethnicities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **White** | | | | | | |
| **British □** | | **Gypsy/Irish traveler □** | | **Irish □** | | **Other white □**  **Please specify:­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Mixed/multiple ethnic groups** | | | | | | |
| **While and black Caribbean □** | | **White and black African □** | | **White and Asian □** | | **Other mixed □**  **Please specify: \_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_** |
| **Asian/Asian British** | | | | | | |
| **Indian □** | **Pakistani □** | | **Bangladeshi □** | | **Chinese □** | **Other Asian □**  **Please specify: \_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_** |
| **Black/African/Caribbean/Black British** | | | | | | |
| **African □** | **Caribbean □** | | **Other black □**  **Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_** | | | |
| **Other ethnic group** | | | | | | |
| **Arab □** | **Any other ethnic group □**  **Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_** | | | | | |
| **Prefer not to say □** | | | | | | |

**Gender – tick the appropriate selection**

This information will help to identify any potential gender discrimination.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Male** | **Female** | **Transgender** | **Gender reassignment** | **Other** | **Prefer not to say** |
|  |  |  |  |  |  |

**Sexual orientation – tick the appropriate selection**

This information can help the Trust in terms of ensuring our policies are inclusive.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Heterosexual** | **Homosexual** | **Bisexual** | **Asexual** | **Other** | **Prefer not to say** |
|  |  |  |  |  |  |

**Religion – tick the appropriate selection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Christianity** | **Islam** | **Hinduism** | **Buddhism** | **Atheist** |
|  |  |  |  |  |
| **Sikhism** | **Other (please specify)** | | **Prefer not to say** | |
|  |  | |  | |

**Age**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **18 - 24** | **25 - 35** | **36 - 45** | **46 - 55** | **56 - 65** | **66 +** |
|  |  |  |  |  |  |

**Disability – please include details of any medical disability (physical and mental) in the space below, including suggestions as to how we can assist in making reasonable changes to the process to accommodate any disability.**

**Further comments – please write any further comments or suggestions that you feel would help us to support you through the recruitment process.**

Thank you for taking the time to fill in this form

Please return it to the **HR Office** along with any paperwork relating to your application.

Email: HR@samphirestar.com

HR Office

Trust Central Office

Astor Avenue

Dover

Kent

CT17 0AS