Equal Opportunities Monitoring Form

The RIBA is committed to be an equal opportunity employer. To help us monitor and achieve this please complete this form and enclose it with your CV and/or application. The information you provide is used for no other purpose and will be treated as confidential. This form will be separated from your CV and/or application upon receipt and will not be seen by the recruitment panel.

|  |
| --- |
| Post applied for: Click or tap here to enter text. |

|  |
| --- |
| Where did you hear about this vacancy? Click or tap here to enter text.If referred, what is the name of the current employee and which department to do they work in? Click or tap here to enter text. |

|  |
| --- |
| What is your nationality? Click or tap here to enter text. |

What is your gender? Female [ ]  Male [ ]

What age range do you belong to?

|  |
| --- |
| [ ]  16-24 |
| [ ]  25-34 |
| [ ]  35-44 |
| [ ]  45-54 |
| [ ]  55-64 |
| [ ]  65+ |
| [ ]  Prefer not to say |

Would you describe yourself having a disability?

Yes [ ]  No[ ]  Prefer not to say[ ]

What is your ethnic group?

Choose one option that best describes your ethnic background

|  |  |
| --- | --- |
| **Asian or Asian British** | **Black or Black British** |
| [ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Chinese [ ]  Any other Asian background | [ ]  Caribbean[ ]  African[ ] Any other Black/Caribbean/African background |
| **Mixed/Multiple ethnic group** | **White** |
| [ ]  White and Black Caribbean[ ]  White and Black African[ ]  White Asian [ ]  Any other Mixed/Multiple ethnic background | [ ]  English/Welsh/Scottish/Northern Irish[ ]  Irish[ ]  Gypsy or Irish Traveller[ ]  Any other White background |
| **Other ethnic group** |  |
| [ ]  Arab[ ]  Any other ethnic background | [ ]  Prefer not to say |

What is your religion?

|  |
| --- |
| [ ]  Buddhist |
| [ ]  Christian (all denominations) |
| [ ]  Hindu |
| [ ]  Jewish |
| [ ]  Muslim |
| [ ]  Sikh |
| [ ]  No religion |
| [ ] Any other religion, please describe Click or tap here to enter text. |
| [ ]  Prefer not to say |

What is your sexual orientation?

|  |
| --- |
| [ ]  Bisexual |
| [ ]  Gay man |
| [ ]  Gay woman/lesbian |
| [ ]  Heterosexual/straight |
| [ ]  Other |
| [ ]  Prefer not to say |

Do you have responsibility for dependants? (Dependants relates to children, or elderly or other person for whom you are the main carer.)

Yes [ ]  No[ ]  Prefer not to say[ ]

Applicant’s Statement

**Asylum and Immigration Act 1996 – Right to Work in the UK**

There are certain legal restrictions which apply to taking up employment in the UK.

Please tick the appropriate box:

|  |  |
| --- | --- |
| Are you a British Citizen or Commonwealth Citizen with the right to abode in the EU, or a Citizen of any country in the EEA?  | Yes [ ]  No [ ]  |
| If No, do you require a work permit to work in the UK? | Yes [ ]  No [ ]  |
| If you have answered yes to question 2 above, do you have a work permit to work in the UK? | Yes [ ]  No [ ]  |

**General Data Protection Regulation**

Your signature on this document signifies your consent that the RIBA may process the information contained on this form and other documents submitted by you, for the lawful purpose of processing your application for employment. Your consent may be revoked at any time but would then preclude you from working for the RIBA, as we would be unable to process your personal data.

Applications from unsuccessful applicants will be retained and destroyed after 6 months.

**Convictions – Rehabilitation of Offenders Act 1974**

|  |  |
| --- | --- |
| Have you any court conviction, other than spent convictions, or are any proceedings pending. |  Yes [ ]  No [ ]  |
| If Yes, please give details Click or tap here to enter text. |  |

|  |  |  |
| --- | --- | --- |
| **Date** | **Conviction** | **Penalty** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

In accordance with the Rehabilitations of Offenders Act 1974 the declaration of conviction will not automatically preclude you from employment. For more information regarding rehabilitation, please see separate notes on ‘**Sentences and Rehabilitation Period’.**

**Declaration**

I declare that all the information in this form, my CV and any other documents supporting my application is, to the best of my knowledge, complete and correct. I understand that any false statement may disqualify me from appointment or give cause for dismissal without notice should I be employed. I consent to the RIBA processing the information given on this form, including ‘sensitive’ information, as may be necessary during the recruitment and selection process.

I agree with the above Yes [ ]

Name: Click or tap here to enter text. Date:Click or tap here to enter text.

Signature (if hard copy):