**KICKSTART RECRUITMENT MONITORING FORM**

**It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent and promote equality of opportunity. Your co-operation in providing us with accurate data will help us ensure we design and use policies and processes that attract and retain a diverse and talented workforce.**

**Any information you supply in this form:**

* No personal data will be collected that will identify an individual
* This survey is optional and will be handled separately from your application form
* Will strictly be used by Historic England for statistical purposes only
* Will not influence the assessment of your application and will not be seen by anybody directly involved in the selection process

We welcome applications from all. We are committed to the following:

* No job applicant or employee receives less favourable treatment by reason of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, or pregnancy and maternity.
* No job applicant or employee is disadvantaged by conditions or requirements, which cannot be justified by the requirements of the job.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form.

**Please fill in all sections online or in black ink.**

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| **Age**  |
| [ ]  16 – 17 [ ]  18 – 19  | [ ]  20 - 21 [ ]  22 - 23 | [ ]  24  | [ ]  Prefer not to say |

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| **Gender identity** |
| [ ]  Male [ ]  Female | [ ]  Transgender [ ]  Non-binary | [ ]  Prefer not to say |

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| **Religion**  |
| [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Judaism [ ]  Muslim | [ ]  Sikh [ ]  None[ ]  Other, please specify: [ ]  Prefer not to say |

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| **Ethnic origin**  |
| **(a) White** [ ]  British [ ]  Irish[ ]  Any other white background**(b) Mixed**[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Any other mixed background**(c) Asian or Asian British** [ ]  Indian[ ]  Pakistani [ ]  Bangladeshi[ ]  Any other Asian background  | **(d) Black or black British**[ ]  Caribbean[ ]  African[ ]  Any other black background**(e) Chinese or other ethnic group** [ ]  Chinese [ ]  Any Other [ ]  Prefer not to say |

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| **Sexual orientation** Which of the following categories best describes how you think of yourself? |
| [ ]  Lesbian [ ]  Gay [ ]  Bisexual  | [ ]  Heterosexual [ ]  Prefer not to say |

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| **Disability**According to the Equality Act 2010, a person has a disability if:1. A person has a physical or mental impairment, and
2. The impairment has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities
 |
| Do you consider yourself to have a disability? | [ ]  Yes [ ]  No [ ]  Prefer not to say |

**Social Mobility**

Socio – economic background is not a protected characteristic, but we want to address social mobility alongside other diversity characteristics. The following optional questions are widely used measurements identified by the Social Mobility Commission.

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| What type of school did you attend when you were aged about 14?  |
| [ ]  A state – run or state funded school that was not selective (e.g. a comprehensive school) [ ]  An independent or fee-paying school [ ]  A state - run or state – funded school that was selective on academic, faith or other grounds (E.g. A grammar school) [ ]  A school outside the UK [ ]  Other[ ]  Prefer not to say What are the highest level of qualifications achieved by your parents or guardians? [ ]  At least one has a degree level education [ ]  Qualifications below degree level [ ]  No formal qualifications [ ]  Don’t know[ ]  Prefer not to say [ ]  High (eg managerial & professional occupations) What was the occupation of the main income earner in your family? [ ]  Intermediate (eg small employers, lower supervisory & technical occupations)[ ]  Routine / Manual [ ]  Never worked / long term unemployed [ ]  Don’t know[ ]  Prefer not to saySelf – assessment of socio – economic status [ ]  Lower socio – economic background [ ]  Not lower socio – economic background [ ]  Prefer not to say |

Thank you for completing the Recruitment Monitoring Form. Please return it to us along with your completed application form to kickstart@historicengland.org.uk or via post marked confidential to

HR Team – Kickstart Scheme

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