**Equal Opportunities monitoring form**

‘Inclusive and participatory’ is one of the Council for British Archaeology’s five core values and sets out our important aspiration that everyone can participate in archaeology. As a national charity, we have an ability to reach a wide and diverse population of audiences, colleagues and partners through our geography and reach.

We are working hard to understand our organisation better and to foster a culture that recognises and values different backgrounds, approaches, skills, experience, knowledge and expertise. By having greater diversity, we believe that we will be a stronger and better organisation and ultimately will be able to inspire more people to enjoy archaeology. We therefore welcome applications from those who bring difference.

**This form should be completed and returned via email to jobs@archaeologyuk.org.**

In order to ensure our equality policy is operating effectively, we would be grateful if you would complete this monitoring form. In compliance with the General Data Protection Regulation we will treat all the personal information contained within this form as confidential. This information you provide is for monitoring purposes only and **will *not* be used in the selection process.** The data will be used in an anonymous format to provide statistical information only and no information will be shared to other parties.

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| --- | --- | --- | --- | --- | --- | --- |
| **Surname/family name (optional):** | | | | | | |
| **First name(s) (optional):** | | | | | | **Title:** |
| **Are you: Male / Female /Other/Prefer not to say** | | **Date of birth:** | | | | |
| **Vacancy Title: Business Support Administrator** | | | | |  | |
| **How did you *first* become aware of this vacancy? (please place an ‘X’ against the source)** | | | | | | |
|  | CBA website |  |  | Email list - please specify: | | |
|  | YAC website |  | Social media- please specify: | | |
|  | Other website - please specify: |  | Other – please specify: | | |
| **What is your country of legal nationality?** | | | | | | |
| **Do you require a work permit to work in the UK? Yes/No (Please delete as appropriate)** | | | | | | |
| **How would you describe your ethnic origin? (please place an ‘X’ against your chosen description)** | | | | | | |
|  | White – British |  |  | Asian or Asian British – Bangladeshi | | |
|  | White – Irish |  | Chinese | | |
|  | Other White background |  | Other Asian background | | |
|  | Black or Black British – Caribbean |  | Mixed – White and Black Caribbean | | |
|  | Black or Black British – African |  | Mixed – White and Black African | | |
|  | Other Black background |  | Mixed – White and Asian | | |
|  | Asian or Asian British – Indian |  | Other Mixed background | | |
|  | Asian or Asian British – Pakistani |  | Rather not say | | |
| Under the Equality Act 2010, employers are required to provide people with disabilities with an opportunity to compete fairly for jobs and be given equal opportunities as far as practical in employment. The CBA uses the following definition for the term disability: “a physical or mental impairment which 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 (delete as appropriate)** | | | | | | |