

THE CITY OF LONDON ACADEMY (Islington)



EQUAL OPPORTUNITIES POLICY

STATEMENT OF INTENT

The City of London Academy (Islington) actively promotes equality of opportunity for everyone with regard to all of its activities, now and in the future.

The City of London Academy (Islington) seeks to operate an environment free from discrimination that builds on the diversity, active participation and involvement of all stakeholders. It is totally opposed to all forms of unlawful, unfair, and unjust discriminatory practices.

The City of London Academy (Islington) believes it is a fundamental principle that it should act to promote equality of opportunity in all aspects of its operation including the employment of staff.

The aim of the City of London Academy's employment policy is to ensure that all suitably qualified job applicants receive fair treatment and are not discriminated against on the grounds of race, gender, disability, age, sexuality, marital status, political or religious belief, economic status, trade union membership or activity, responsibility for dependants or any other factor which is immaterial to the requirements of the post applied for.

We aim to recruit, retain and develop the best people based solely on their ability to perform the job. Our employment conditions and requirements seek to reflect our commitment to equal opportunities.

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Equal Opportunities Recruitment Monitoring Form

Please complete the monitoring form, and return with your application form. If you wish, you can seal it in a separate envelope. Attached to this form, you will find an explanation about why the details you provide are important both for you as an applicant and for us as an organisation committed to Equal Opportunities. Any applicant with a disability who meets the essential criteria for the job (with reasonable adjustment where appropriate) will be invited to interview.

HOW TO COMPLETE THIS FORM: Place a tick in the box that is most appropriate

1. My sex is Male Female

2. Do you consider yourself to have a disability? Yes

The Disability Discrimination Act says that this would be a "substantial or long term physical or mental impairment or health issue which would adversely affect your ability to carry on normal day to day activity"

3. I would describe my ethnic origin as:-

(a) Asian or Asian British		(b) Black or Black British	
Bangladeshi <input type="checkbox"/>		African <input type="checkbox"/>	
Indian <input type="checkbox"/>		Caribbean <input type="checkbox"/>	
Pakistani <input type="checkbox"/>		Any other Black background <input type="checkbox"/>	
Any other Asian Background <input type="checkbox"/>		(please specify)	
(c) Chinese		(d) Irish	
Chinese <input type="checkbox"/>		Irish <input type="checkbox"/>	
(e) Mixed		(f) White	
Asian and White <input type="checkbox"/>		White British <input type="checkbox"/>	
Black African and White <input type="checkbox"/>		Any other White background <input type="checkbox"/>	
Black Caribbean and White <input type="checkbox"/>		(please specify)	
Any other mixed background <input type="checkbox"/>			
(please specify)			
(g) Any other background			
(please specify) <input type="checkbox"/>			

4. I am in the age range

under 25 <input type="checkbox"/>	31-40 <input type="checkbox"/>	51-60 <input type="checkbox"/>
25-30 <input type="checkbox"/>	41-50 <input type="checkbox"/>	61+ <input type="checkbox"/>

5. How did you hear about the vacancy for which you have applied?

Staff Opportunities/Intranet <input type="checkbox"/>	TES <input type="checkbox"/>	Metro <input type="checkbox"/>
Friend or relative <input type="checkbox"/>	Internet <input type="checkbox"/>	Other <input type="checkbox"/>
		(please specify)

TO BE COMPLETED BY APPOINTING OFFICER ONLY

Short Listed Interviewed Appointed

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1. The City of London Academy (Islington) has a policy of providing equal opportunities in employment, with the aim that everyone who applies for work with us receives fair treatment. We also have certain legal responsibilities that require us to monitor our progress in this area. That is why we ask all applicants to complete this form.
2. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.
3. We understand that some applicants may be anxious about providing the personal details requested. Please be assured that you will be helping us to ensure that you receive fair treatment with your application when you complete this form.
4. The request for this information and the uses to which it will be put, are within the scope of the Data Protection Act (1998) which allows for the collection and reporting of sensitive data for monitoring purposes.
5. Returned forms will be collated and analysed by a designated member of the Senior Management Team. The information obtained will be reported in an aggregated format that does not identify individuals. We are interested in Academy wide and departmental information only. Any information that could identify individuals will not be made available to any other person or organisation. Academy wide data will be used to help us to examine the effectiveness of our Equal Opportunities Policy and to respond to statistical requests from statutory, Government and employers organisations.
6. Please complete this form and seal it separately in the special envelope provided. Return the envelope with your monitoring form together with your application form.
7. The envelope containing the monitoring form will be kept separate from the job application form, to ensure that none of the information that you have provided is used in the selection decision. The information that you provide will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.
8. If you have any queries or concerns about this monitoring form please write to Recruitment, The City of London Academy (Islington), Prebend Street, Islington, London, N1 8PQ. She will look into any points that are raised.
9. Thank you for completing this form. We wish you success with your application.