

## HLM EQUAL OPPORTUNITIES MONITORING FORM

HLM is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital status, religion or belief, sexual orientation, disability or age.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce.

We would be grateful if you would fill in this form and return it to the address below. This information will be kept separate from your application.

You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence.

Thank you for your assistance.

What is your gender?

Male	<input type="checkbox"/>	If you are currently undergoing the process of gender reassignment, please tick your future gender
Female	<input type="checkbox"/>	
Prefer not to say	<input type="checkbox"/>	

Is your age between:

16-24	<input type="checkbox"/>	25-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60-65	<input type="checkbox"/>
66-70	<input type="checkbox"/>	71+	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

How would you describe your sexual orientation?

Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

How would you describe your nationality and/or ethnicity?

<b>A</b>		<b>B</b>		<b>C</b>	
<b>White:</b>		<b>Black or Black British:</b>		<b>Chinese or other ethnic group:</b>	
British - English, Scottish or Welsh	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		

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Mixed race:		Asian or Asian British:	
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Prefer not to say			<input type="checkbox"/>

How would you describe your religion or other strongly held belief?

I would describe my religion or belief as:	
I have no particular religion or belief	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

The Equality Act 2010 defines a disability as 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*". An effect is long-term if it has lasted, or is likely to last, over 12 months.

Do you consider yourself to have a disability under the Equality Act?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Used to have a disability but have now recovered	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

How did you hear about the position	
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For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to HLM processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Please return to  
[Jill.fedyk@hlmarchitects.com](mailto:Jill.fedyk@hlmarchitects.com)

**HLM values diversity**