



RECRUITMENT MONITORING INFORMATION FORM

The information provided by you will be used for monitoring and statistical purposes only and will not supplement or form part of your application, the selection criteria used or the selection process generally.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Post title:

Date of birth:

GENDER

Male ☐

Female ☐

Prefer not to say ☐

COUNTRY OF BIRTH

My country of birth is:

ETHNIC ORIGIN

I would describe my ethnic origin as:

1. White	4. Asian, Asian British
British English Scottish Welsh Irish Any other White background (please specify)	Bangladeshi Indian Pakistani Any other Asian background (please specify)
2. Black, Black British	5. Chinese, Chinese British
African Caribbean Any other Black background (please specify)	Chinese Any other Chinese background (please specify)
3. Mixed	6. Other ethnic group
White & Asian White & Black African White & Black Caribbean Any other Mixed background (please specify)	Other ethnic group (please specify)

RELIGION

I would describe my religion as:

None

Catholic

Other Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Any other (please specify)

DISABILITY

The legal definition of disability is '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'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of?

Yes:

☐

No:

☐

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are St. Michael's Catholic Grammar School, a Voluntary Aided School in the Trusteeship of St. Michael's Catholic School Trustee, a Member of the Loreto Education Trust, founded by the Sisters of the Poor Child Jesus.
2. Being a Catholic education provider we work closely with our Trustees, the Diocese of Westminster, the London Borough of Barnet, the Department of Education and Education Personnel Management Limited with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organization is Brian Roberts and you can contact him with any questions relating to our handling of your data by emailing office@st-michaels.barnet.sch.uk.
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data (as defined in Article 9(1) GDPR) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organization and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer. To read about your individual rights you can refer to our data protection policy.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint via our Clerk to Governors. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

By checking the box below, I confirm that I have read and understood paragraphs 1-10 above and hereby give my consent for personal information to be collected, processed and shared as stated in paragraphs 2 and 5.

☐

Signature:

Date: