**Administrator:**

**Equal Opportunities Monitoring Form**

War Memorials Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

War Memorials Trust acknowledges its use of the Acas ‘Equality and diversity monitoring form template’ accessed from [www.acas.org.uk/equality-and-diversity-monitoring-form-template](http://www.acas.org.uk/equality-and-diversity-monitoring-form-template) on 22nd June 2022. If you have any questions about the form, contact us at info@warmemorials.org or 020 7834 0200.

Please return the completed form as outlined at [www.warmemorials.org/vacancies](http://www.warmemorials.org/vacancies).

Please **do not** edit this form or remove data. It is designed to enable you to write in the grey fields. The smaller grey check boxes can either be clicked or you may need to right click and select Properties to ‘check’. You can also print and scan a copy.

|  |  |
| --- | --- |
| **Post**  | **2025 Administrator** |
| Name |       |
| **Sex / Gender** | Female [ ]  Male [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ] Other [ ]  – you can write in      Is the sex/gender you identify with the same as that registered at birth? Yes [ ]  No [ ]  Prefer not to say [ ]  |
| **Age** | 16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ] 50-54 [ ]  55-59 [ ]  60-64 [ ]  65+ [ ]  Prefer not to say [ ]  |
| **Disability – Do you consider yourself to have a disability or health condition?**  | Yes [ ]  No [ ]  Prefer not to say [ ] What is the effect or impact of your disability or health condition on your work?      The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. |
| **Ethnicity** | Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. **Asian or Asian British**Bangladeshi [ ]  Chinese [ ]  Indian [ ]  Pakistani [ ]  Prefer not to say [ ] Any other Asian background [ ]        **Black, African, Caribbean or Black British**African [ ]  Caribbean [ ]  Prefer not to say [ ] Any other Black, African or Caribbean background [ ]       **Mixed or Multiple ethnic groups**White and Black African [ ]  White and Asian [ ]  White and Black Caribbean [ ]  Prefer not to say [ ]  Any other Mixed or Multiple ethnic background [ ]       **White**British [ ]  English [ ]  Northern Irish [ ]  Scottish [ ]  Welsh [ ] Gypsy or Irish Traveller [ ]  Irish [ ]  Prefer not to say [ ] Any other White background [ ]       **Other ethnic group**Arab [ ]  Prefer not to say [ ]  Any other ethnic group [ ]        |
| **What is your religion or belief?** | Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  No religion or belief [ ]  Prefer not to say [ ]  Other religion or belief [ ]        |
| **What is your sexual orientation?** | Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual [ ]  Asexual [ ] Pansexual [ ]  Undecided [ ]  Other sexual orientation [ ]         |
| **What is your working pattern?** | Full-time [ ]  Part-time [ ]  Prefer not to say [ ]  |
| **What is your flexible working arrangement?** | None [ ]  Flexi-time [ ]  Staggered hours [ ]  Term-time hours [ ] Annualised hours [ ]  Job-share [ ]  Flexible shifts [ ]  Compressed hours [ ] Homeworking [ ]  Prefer not to say [ ]  Other [ ]         |
| **Do you have caring responsibilities? If yes, please tick all that apply** | None [ ]  Primary carer of a child/children (under 18) [ ]  Primary carer of disabled child/children [ ] Primary carer of disabled adult (18 and over) [ ]  Primary carer of older person [ ] Secondary carer (another person carries out the main caring role) [ ] Prefer not to say [ ]  |