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OTIUM ENTERTAINMENT GROUP LIMITED T/A COVENTRY CITY FOOTBALL CLUB

EQUAL OPPORTUNITIES MONITORING FORM

In accordance with its Equal Opportunities Policy, the Company provides equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation.

We carry out voluntary monitoring of protected characteristics in order to evaluate and assess whether our equality policy aims are being applied effectively and to ensure that individuals who have protected characteristics:

* do not face any disadvantage or under-representation during the recruitment process,
* are promoted fairly during employment and
* are not disproportionately advanced through disciplinary and absence management procedures.

Details of how we will process the information collected from this form is provided in the job applicant privacy notice. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will be destroyed.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely by the Human Resources Department for the purpose of equal opportunities monitoring.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. Please note that this monitoring form does not form part of your job application and will therefore be detached from it on receipt and stored separately. You can post this form separately if you wish.

Thank you for your assistance in completing this form.

Please return the completed form to [HR@ccfc.co.uk](mailto:HR@ccfc.co.uk)

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** 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 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

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 ability to give your best at work? Please write in here:

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.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say  If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current 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  If other, please write in:

**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 

**Data Protection**

The Company treats data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy. Please see the Company’s job applicant privacy notice.

I consent to the Company processing the data supplied in this form for the purposes of equal opportunities monitoring in recruitment and selection. I understand I may withdraw my consent to the processing of this data at any time by notifying HR: [HR@ccfc.co.uk](mailto:HR@ccfc.co.uk)

|  |  |
| --- | --- |
| Applicant’s Name: | Date: |

|  |
| --- |
| ***For Human Resources use only:***   * Rejected before interview * Rejected after interview * Offered job * Other: ………………………………………………… |