

**SHARED APPROACH LIMITED  
EQUAL OPPORTUNITY POLICY IN EMPLOYMENT**

Shared Approach Ltd, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability or sexual orientation nor be disadvantaged by any other condition or requirement which cannot be shown as justifiable. Policy Statement October 1995.

**MONITORING: JOB APPLICANTS FORM**

In order to ensure the successful development of this policy in relation to the recruitment and selection of staff, all applicants for jobs should fill in the appropriate details as shown below. Existing employees of the Company, as well as external applicants are included in this monitoring scheme.

Please return this form WITH your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Copies will not be available to members of the Selection Panel.

**DETAILS OF POST APPLIED FOR**

Post title \_\_\_\_\_

1. NAME(BLOCK CAPITALS)
2. I AM MALE <input type="checkbox"/>
FEMALE <input type="checkbox"/>
(please tick the appropriate box)
3. I CONSIDER MY MARITAL STATUS TO BE ...
SINGLE <input type="checkbox"/>
MARRIED <input type="checkbox"/>
(NB widowed or divorced would normally ✓ single)
4. PREVIOUS SURNAME (IF ANY)
This information may be required in order to check the qualifications etc. of the shortlisted/successful applicants to assist where necessary with references

5. PLEASE TICK THE BOX WHICH BEST DESCRIBES YOUR
Ethnic/cultural/
Racial origin
White <input type="checkbox"/>
Black-Caribbean <input type="checkbox"/>
Black-African <input type="checkbox"/>
Black-Other <input type="checkbox"/>
(please describe)
Indian <input type="checkbox"/>
Pakistani <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>
Chinese <input type="checkbox"/>
Any other ethnic group <input type="checkbox"/>
(please describe)

6. IF YOU ARE REGISTERED AS DISABLED PLEASE ENTER YOUR REGISTERED DISABLED NUMBER
7. HOW DID YOU FIND OUT ABOUT THIS JOB?
(please tick the appropriate box)
Internal Circular <input type="checkbox"/>
Job Centre <input type="checkbox"/>
Newspaper <input type="checkbox"/>
Other <input type="checkbox"/>
(Please specify)
THANK YOU FOR YOUR ASSISTANCE.
YOUR CO-OPERATION WILL HELP PROMOTE EQUALITY OF OPPORTUNITY