



## PLP Equal opportunities monitoring form – **Administrative Paralegal 220530**

In conformity with its equal opportunities policy the Public Law Project does not ask on its application forms for details of personal attributes unrelated to the job. It is nevertheless important, in order to see whether or not the policy is working in practice, to monitor characteristics such as age, gender, race and disability among applicants as well as among those actually appointed. It will give us information as to whether our advertising, recruitment and selection procedures are working fairly or need attention. In collating this information, PLP recognises that individuals may choose not to disclose certain personal information particularly in relation to transgender status, religion or belief. If you do not wish to disclose any particular information, please leave that section of the form blank.

We will store monitoring data as confidential personal data and restrict access to this information. The data retained will be used exclusively for the purposes of equal opportunities monitoring and will have no bearing on opportunities or benefits. If you opt to provide equal opportunity data to PLP, this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data, and in any case no longer than six months.

We would therefore be grateful if you would complete and return the monitoring form. It is appreciated that the racial classification on the form is arbitrary. No universally accepted classification exists, and it is hoped that the one used here is acceptable if not ideal. For the purposes of opportunity monitoring, we have used the classifications suggested by the Office of National Statistics so as to have a comparator with which to measure our recruitment through national standards.

No/ref: \_\_\_\_\_ (For office use only)

<b>Please tell us where you heard about this vacancy.</b> <i>Tick any that apply.</i>	
<b>[Add new channels]</b> <input type="checkbox"/> PLP website/communications <input type="checkbox"/> Charity Jobs <input type="checkbox"/> Guardian Jobs <input type="checkbox"/> Justice First Fellowship network <input type="checkbox"/> Linked In <input type="checkbox"/> Legal Action Group (LAG)	<input type="checkbox"/> Legal Aid Practitioners Group (LAPG) <input type="checkbox"/> Law Centres Network <input type="checkbox"/> Law Society Gazette <input type="checkbox"/> Reed <input type="checkbox"/> YLAL <input type="checkbox"/> Other (please state): _____



		<b>Please mark with X</b>
<b>Age</b>	16-24	
	25-34	
	35-44	
	45-54	
	55-64	
	65+	
	Prefer not to say	
<b>Are you married or in a civil partnership?</b>	Yes	
	No	
	Prefer not to say	
<b>What is your religion or belief</b>	None	
	Buddhist	
	Christian	
	Hindu	
	Jewish	
	Muslim	
	Sikh	
	Any other religion	
Prefer not to say		
<b>Which of the following best describes your gender?</b>	Male	
	Female	
	Other (if you prefer to use your own term, please specify in the answer box)	
	Prefer not to say	
<b>Do you identify as trans?</b>	Yes	
	No	
	Other (if you prefer to use your own term, please specify in the answer box)	
	Prefer not to say	
<b>Which of the following best describes your sexual orientation?</b>	Bi	
	Gay or Lesbian	
	Heterosexual	
	Other (if you prefer to use your own term, please specify in the answer box)	
	Prefer not to say	
<b>What is your ethnicity?</b> <i>NB: Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. It is appreciated that the classification on the form is arbitrary. No universally accepted classification exists, and it is</i>	White – English/Welsh/Scottish/Northern Irish/British	
	White – Irish	
	White – Gypsy or Irish Traveller	
	White – any other white background	
	Black or black British – Caribbean	



<i>hoped that the one used here is acceptable if not ideal</i>	Black or black British – African	
	Black or black British – any other black background	
	Asian or Asian British – Indian	
	Asian or Asian British – Pakistani	
	Asian or Asian British – Bangladeshi	
	Asian or Asian British – Chinese	
	Asian or Asian British – any other Asian background	
	Mixed – white and black Caribbean	
	Mixed – white and black African	
	Mixed – white and Asian	
	Mixed – any other mixed background	
	Other ethnic group – Arab	
	Any other ethnic group (if you prefer to use your own term, please specify in the answer box)	
	Prefer not to say	
<b>Do you consider yourself to have a disability?</b>	Yes	
	No	
	Prefer not to say	
<b>If so, please state the type of impairment which applies to you. You may indicate more than one category.</b>	Physical impairment	
	Sensory impairment	
	Mental health condition	
	Learning disability/ difficulty	
	Long-standing illness	
	Other	