



Public
Law
Project

PLP Equal opportunities monitoring form – Casework
Paralegal REF: 240619

Thank you for taking the time to complete this form. PLP monitors characteristics such as age, gender, race and disability among applicants as well as among our employees to help us build and maintain a socially diverse and inclusive workplace. We use this data to examine whether our recruitment and selection procedures are working fairly and think about how we might further improve them. For staff it helps us assess whether we are maintaining an inclusive culture and supporting all employees throughout their career helps us improve our policies on development, retention, mentorship, sponsorship and progression.

We will store the data collected on this form as confidential personal data and restrict access to this information. The data retained will be used for the purposes of equal opportunities monitoring. This data is not shared with people making selection decisions. Our HR team will use the information provided to identify up to one candidate who is eligible for our Additional Interview Scheme (where an extra first-stage interview slot may be offered to an appointable candidate from an under-represented community) and to identify any relevant criteria to base selection on where the hiring manager declares candidates to be of equal merit. We always aim to select the best person for the job and we believe these positive actions help us ensure we give everyone is given fair consideration.

If you opt to provide equal opportunity data to PLP, it will be retained only as long as is necessary to undertake the above positive action and record the recruitment decision against the



anonymised data or no longer than six months after the recruitment process or your subsequent employment ends, whichever is later.

It is appreciated that the racial and other classifications on the form may be arbitrary. Most of the classifications we use are as used by the Office of National Statistics for the census; this allows us to compare the diversity of our recruitment and staff with national statistics. We collate information on socio-economic status as recommended by the Social Mobility Commission Toolkit and acknowledge it is particularly difficult for these questions to be both accurate and suitable for an employer to ask. If you do not wish to disclose any particular information, please leave that section of the form blank. If you think we should ask any of these questions differently or not at all please let us know at hr@publiclawproject.org.uk

Please tell us where you heard about this vacancy. Tick up to three	
<input type="checkbox"/> PLP <input type="checkbox"/> Charity Jobs <input type="checkbox"/> Charity Finance Group <input type="checkbox"/> Guardian Jobs <input type="checkbox"/> Reed <input type="checkbox"/> Jobs.ac.uk <input type="checkbox"/> Law Society Gazette <input type="checkbox"/> Linked In <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Word of mouth	<input type="checkbox"/> Civitas <input type="checkbox"/> Charity People <input type="checkbox"/> Peridot <input type="checkbox"/> Justice First Fellowship network <input type="checkbox"/> Legal Action Group (LAG) <input type="checkbox"/> Legal Aid Practitioners Group (LAPG) <input type="checkbox"/> Law Centres Network <input type="checkbox"/> London Legal Support Trust (LLST) <input type="checkbox"/> Young Legal Aid Lawyers



<input type="checkbox"/> Other (please state):	

		Please mark with X
Age	16-24	
	25-34	
	35-44	
	45-54	
	55-64	
	65+	
	Prefer not to say	
Are you married or in a civil partnership?	Married or in a registered civil partnership	
	Never married nor in a registered civil partnership	
	Separated, but still legally married or still legally in a registered civil partnership	
	Widowed or surviving civil partnership partner	
	Prefer not to say	
What is your religion?	No religion	
	Buddhist	
	Christian	
	Hindu	
	Jewish	
	Muslim	
	Sikh	
	Any other religion	



	Prefer not to say	
Which of the following best describes your gender?	Male	
	Female	
	Other (if you prefer to use your own term, please specify in the answer box)	
	Prefer not to say	
Is the gender you identify with the same as your sex registered at birth?	Yes	
	No (please specify your gender identity)	
	Prefer not to say	
Which of the following best describes your sexual orientation?	Bi	
	Gay or Lesbian	
	Heterosexual	
	Other (if you prefer to use your own term, please specify in the answer box)	
	Prefer not to say	
What is your ethnicity? <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 hoped that the one used here is acceptable if not ideal</i>	White – English/Welsh/Scottish/Northern Irish/British	
	White – Irish	
	White - Gypsy or Irish Traveller	
	White – Roma	
	White – any other white background	
	Black or black British – Caribbean	
	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	
Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?	Yes	
	No	
	Prefer not to say	
If so, do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?	Yes, a lot	
	Yes, a little	
	Not at all	
What was the occupation of your main household	Modern professional & traditional professional occupations such as: teacher, nurse, physiotherapist, social	



earner when you were aged about 14?	worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer.	
	Senior, middle or junior managers or administrators such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.	
	Clerical and intermediate occupations such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse.	
	Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.	
	Routine, semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.	
	Long-term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year).	



	Small business owners who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner.	
	Other such as: retired, this question does not apply to me, I don't know.	
	Prefer not to say.	
Which type of school did you attend for most of the time between the ages of 11 and 16?	A state-run or state-funded school	
	Independent or fee-paying school	
	Independent or fee-paying school, where I received a means tested bursary covering 90% or more of the total cost of attending throughout my time there	
	Attended school outside the UK	
	I don't know	
	Prefer not to say	
If you finished school after 1980, were you eligible for free school meals at any point during your school years?	Yes	
	No	
	Not applicable (finished school before 1980 or went to school overseas)	
	I don't know	
	Prefer not to say	