

**New Employee Equal Opportunities Monitoring Form****CONFIDENTIAL**

Higher education institutions have a legal duty to collect, analyse and publish equal opportunity data about characteristics that are protected against discrimination under the Equality Act 2012, such as age, race, and disability. Somerville is keen to comply with this legal duty so that it is able to measure the effectiveness of its equality policies, and to ensure that those who work and study at Somerville are treated equally and discrimination involving the 'protected characteristics' is avoided.

Therefore we need you to provide the College with your personal equal opportunities data by completing and returning this form to the Human Resources team. Any information you provide will be presented in an anonymous format and any data that has the potential to identify you as an individual will not be published. The information collected through this form will be held on the Human Resources database and will be accessible only by the Human Resources staff. Data you supply will be kept strictly confidential and according to the Data Protection Act 1998.

**Please answer the questions below by completing or ticking the appropriate box.**

<b>Age</b>			Prefer not to say
<b>Sex/Gender</b>	Male	Female	Prefer not to say
<b>Disability</b> Disability is defined as a physical or mental impairment, and the impairment has a substantial (i.e. more than minor or trivial) and long-term adverse effect on your ability to carry out normal day-to-day activities			
Do you have a disability or a long term medical condition that has lasted for at least 12 months, or is likely to last for at least 12 months, or is likely to last for the rest of your life?		Yes	No
		Prefer not to say	
<b>What is your disability?</b>			
No known disability		Deaf or serious hearing impairment	
Blind or serious impairment uncorrected by glasses		Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	
Two or more impairments and/or disabling medical conditions		Mental health condition, such as depression, schizophrenia or anxiety disorder	
General Learning disability (such as Down's syndrome)		Physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches	
Social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder		A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	
A disability, impairment or medical condition not listed above		Prefer not to say	
<b>Ethnicity</b> Questions about ethnicity are not about nationality, place of birth, or citizenship, they are about colour and ethnic group.			
<b>What is your ethnicity?</b>			
White		Other Asian background	
Gypsy or Traveller		Mixed - White and Black Caribbean	
Black or Black British - Caribbean		Mixed - White and Black African	
Black or Black British - African		Mixed - White and Asian	
Other Black background		Any other mixed background	
Asian or Asian British - Indian		Arab	
Asian or Asian British - Pakistani		Other ethnic background	
Asian or Asian British - Bangladeshi		Not known	
Chinese		Prefer not to say	

<b>Religion or Belief (including lack of belief)</b>			
<b>What is your religion?</b>			
Atheism		Judaism	
Buddhism		Sikhism	
Christianity		Spiritualism	
Hinduism		Any other religion or belief	
Islam		No religion	
Jainism		Prefer not to say	

### Marriage and Civil Partnership

<b>Are you married or in a civil partnership?</b>	Yes	No	Prefer not to say
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### Nationality

<b>What is your nationality?</b>	Prefer not to say
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**Please return this form to the Human Resources Manager at**  
**Somerville College, Woodstock Road, Oxford. OX2 6HD**  
**Email: [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk)**

**Thank you.**

**Code:** (Note – this code is a unique number generated using random numbers and identifies the person who has completed this form only to the Human Resources Manager and Human Resources Administrator).