Social Enterprise Kent CIC (SEK) is committed to creating a fair, inclusive, and supportive environment for all. To help us achieve the aims of our Equality, Diversity and Inclusion policy and comply with the Equality Act 2010, we invite you to complete this monitoring form.

Completion is voluntary and anonymous. The information you provide will be kept strictly confidential, stored securely, and used only to monitor and improve our practices. It will not be used in any part of the recruitment or employment decision-making process.

You can return this form to Social Enterprise Kent CIC in one of two ways:

**By post:** Please place the completed form in an envelope marked **‘Strictly Confidential’** and address it to: **Human Resources, Social Enterprise Kent CIC, 63-65 High Street Margate, Kent CT9 1DX**

**By email:** You may also send your completed form electronically to the SEK team member managing the recruitment process you are applying for.

**What is your gender identity?**

|  |  |  |
| --- | --- | --- |
| Man [ ]  |  Woman [ ]  | Non-binary [ ]  |
| Prefer to self-describe: [free text] |  |  |
|  |  |  |
| Is your gender identity the same as the sex you were assigned at birth? |
| Yes [ ]  | No [ ]  | Prefer not to say [ ]  |

**What is your 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?**

|  |
| --- |
| **1. White** |
| English, Welsh, Scottish, Northern Irish or British [ ]  | Roma [ ]  | Irish [ ]  |
| Any other White background, please describe: Click or tap here to enter text. |
|  |  |  |
| **2. Mixed or Multiple ethnic groups** |
|  |  |  |
| White and Black Caribbean [ ]  | White and Black African [ ]  | White and Asian [ ]  |
| Any other Mixed or Multiple ethnic background, please describe Click or tap here to enter text. |
|  |  |  |
| **3. Asian or Asian British** |
|  |  |  |
| Indian [ ]  | Pakistani [ ]  | Bangladeshi [ ]  | Chinese [ ]  |
| Any other Asian background, please describe: Click or tap here to enter text. |
|  |  |  |
| **4. Black, Black British, Caribbean or African** |
| African [ ]  | Caribbean [ ]  |  |
| Any other Black, Black British or Caribbean background, please describe: Click or tap here to enter text. |
|  |  |  |
| **5. Other ethnic group** |  |  |
| Arab [ ]  | Any other ethnic group, please describe: Click or tap here to enter text. |

**Do you consider yourself to have a disability, long-term health condition, mental health condition, or neurodivergence?**

(This question uses the definition of disability under the Equality Act 2010, which includes physical or mental impairments that have a substantial and long-term impact on your ability to carry out normal day-to-day activities.)

|  |  |  |
| --- | --- | --- |
| Yes [ ]  |  No [ ]  |  Prefer not to say [ ]  |
| **If yes,** please tell us about any barriers or adjustments that might help you give your best at work (optional): Click or tap here to enter text. |
|  |  |  |
| *Note: The information provided here is for anonymous monitoring purposes only. If you need any support, adjustments, or access arrangements, whether as a job applicant or staff member, please speak to your manager or the recruiting contact. We are committed to making reasonable adjustments wherever needed.* |
|  |  |  |

**What is your sexual orientation?**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual / Straight [ ]  | Gay / Lesbian [ ]  | Bisexual [ ]  | Asexual [ ]  |
| Pansexual [ ]  | Prefer to self-describe: Click or tap here to enter text. | Prefer not to say [ ]  |

**What is your religion or belief?**

(Please tick one option that best describes your religion, belief, or philosophical view. This includes non-religious beliefs.)

|  |  |  |
| --- | --- | --- |
| No religion or belief [ ]  | Christian (including all denominations) [ ]  | Buddhist [ ]  |
| Hindu [ ]  | Jewish [ ]  | Muslim [ ]  | Sikh [ ]  |
| Spiritual [ ]  | Prefer not to say [ ]  |  |
| Any other religion or belief (please describe): Click or tap here to enter text. |

**What is your current working pattern?**

|  |  |  |
| --- | --- | --- |
| Full-time [ ]  | Part-time [ ]  | Variable hours (e.g. shift work or rota-based) [ ]  |
| Zero-hours contract [ ]  | Prefer not to say [ ]  |  |

**Do you currently use any flexible working arrangements?**

|  |  |  |
| --- | --- | --- |
| None [ ]  | Flexi-time [ ]  | Staggered hours [ ]  |
| Term-time only [ ]  | Job-share [x]  | Annualised hours [ ]  |
| Compressed hours [ ]  | Flexible shifts [ ]  | Hybrid working (mix of remote and on-site) [ ]  |
| Homeworking (fully remote) [ ]  | Prefer not to say [ ]  |
| Other (please describe: Click or tap here to enter text. |

**Do you have any caring responsibilities?**

|  |  |
| --- | --- |
| No caring responsibilities [ ]  | Prefer not to say [ ]  |
| Primary carer of a child or children (under 18) [ ]  |  |
| Primary carer of a disabled child or children [ ]  |  |
| Primary carer of a disabled adult (18 and over) [ ]  |  |
| Primary carer of an older person (65 and over) [ ]  |  |
| Secondary carer (someone else is the main carer, but you provide regular support) [ ]  |
| Other caring responsibilities (please describe): Click or tap here to enter text. |

**Data Protection and Privacy (GDPR Statement)**

The information you provide on this form is collected for monitoring purposes only and will be used to help Social Enterprise Kent CIC (SEK) ensure equality, diversity and inclusion across our organisation. Completion of this form is entirely voluntary and will not affect your job application or employment in any way.

All data will be stored securely in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Your responses will be kept confidential, used only in anonymised or aggregated form for reporting and analysis, and accessed only by authorised personnel.

We will retain this information for no longer than necessary and in line with our data retention policy. You have the right to access, amend, or request the deletion of your data at any time. For more information, please refer to our privacy policy or contact info@sekgroup.org.uk