**EQUALITY MONITORING FORM**

The CPA believes in equal opportunities, and we want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of your application. It will not form part of the selection process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position applied for:** |  | | | |
| **How did you hear about this vacancy?** | CPA website BOND *LinkedIn*    Other (Please specify):………………………………………………………. | | | |
| **Gender**  (if you are going through gender reassignment, please tick the box that applies to your future gender) | Male | Female | Other | Prefer not to say |
| **What age group do you belong to?** | 18-25 | 25-35 | 35 -50 | 50-60 |
| Over 60 | Prefer not to say |  |  |
| **Do you consider you have a disability?** | Yes | No | Prefer not to say |  |
| Please give details |  | | | |
| **How would you describe your ethnic origin** | White/White  British | | | |
|  | Asian/Asian British | | Black/Black British | |
|  | Any other ethnic background | | Mixed - White & Black/Black British, Asian/Asian British, any other mixed background | |
| **Please state as to whether you have the right to work in the UK.** |  | |  | |

**GDPR Notice:**

As part of any recruitment process, the CPA collects and processes personal data relating to job applicants. The CPA is committed to transparency concerning how it collects and uses that data in order to meet its data protection obligations.

If your application for employment is unsuccessful, the organisation will hold your data on file for three months after the end of the relevant recruitment process as a legal requirement. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 3 months for consideration of future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your information will be stored only with the HR team.

I consent to the information I have given being stored and processed as described above.

Three Months Six Months

Signed:...........................................................................Date...................................................................

If you have any questions regarding our GDPR notice, please contact the HR team at [vacancies@cpahq.org](mailto:vacancies@cpahq.org)

***Updated September 2025/CPAHQ***