

Equal Opportunity Monitoring

Ashfords requires all of its employees to operate its Anti-Discrimination Policy, including not discriminating against any person unlawfully because of any disability or their gender, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation or age, whether actual or perceived.

To help the Firm monitor the effectiveness of that policy in the recruitment process, you are invited to complete this Form and either:

- Post it to **Equal Opportunities Monitoring, Ashfords, Ashford House, Grenadier Road, Exeter, Devon, EX1 3LH**
- Email it to jobs@ashfords.co.uk (if you are applying on-line) or
- Return it to the Receptionist (if you are handed this form in any of our offices).

Please make us aware if you require this form to be available in large print or audio.

Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of disability, sex, sexual orientation, marital status or creed.

The information you provide is anonymous and will be treated confidentially. It will be used for no purpose other than monitoring and will not be made available to the people conducting the interview or selection process.

It is the Firm's policy to employ the best-qualified personnel, and to provide equal opportunity for the advancement of employees (including promotion and access to training), and not to discriminate against any person because of any disability or their gender, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation or age, whether actual or perceived.

If completing online, click to select the appropriate checkbox, otherwise please tick the box.

ETHNIC GROUP - Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A White

- British
- Irish
- Any other White background

B Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

D Black or Black British

- Caribbean
- African
- Any other Black background

E Chinese

- Chinese

F Any other / Not stated

- Any other
- Not stated

NATIONALITY (Continent of your Birth)

- Africa
- Asia
- Australasia
- Europe
- North America
- South America

RELIGION

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other Religion
- No Religion
- Not Stated

DISABILITY

Do you consider yourself disabled?

- Yes
- No

GENDER

- Male
- Female

MARITAL STATUS

- Single
- Married
- Divorced
- Living with Partner
- In Civil Partnership
- Widowed

AGE

- 16-25
- 26-35
- 36-45
- 46-55
- 56+

POSITION APPLIED FOR

- Solicitor
- Trainee Solicitor
- Non Legal Management
- Legal Executive
- Other Legal
- Non Legal Support

DATE: 31/03/2006

Guidance Notes on Disability

Under the Disability Discrimination Act 1995 you are considered to have a disability if you have 'a *physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities*'.

People who have had disabilities in the past are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered by the Act from the moment the condition leads to an impairment, which has some effect on the ability to carry out normal day-to-day activities.

Physical and mental impairments include sensory impairments, such as those affecting sight or hearing, learning disabilities, and clinically well-recognised mental illness.

Substantial adverse effect is more than a minor or trivial effect and goes beyond the normal differences between people. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

Long-term effect is one which has lasted, or is likely to last, 12 months or more.

Normal day-to-day activities are those which are carried out by most people on a fairly regular and frequent basis. An impairment has a substantial adverse effect if it affects:-

- Mobility.
- Manual dexterity.
- Physical co-ordination.
- Continence.
- Ability to lift, carry or otherwise move everyday objects.
- Perception of the risk of physical danger.
- Memory or ability to concentrate, learn or understand.
- Speech, hearing or eyesight (excluding those who wear glasses / contact lenses).

Anyone who is certified as **blind or partially sighted** by a consultant ophthalmologist, or who is registered as such by a Local Authority, is deemed to be disabled within the meaning of the Disability Discrimination Act.

Further details are available from the Disability Rights Commission at:-

Website: www.drc-gb.org
Telephone: 08457-622-633
(You can speak to an operator at any time between 8 a.m. and 8 p.m., Monday to Friday)
Textphone: 08457-622-644
Fax: 08457-778-878
Post: DRC Helpline
FREEPOST MID02164
Stratford upon Avon
CV37 9BR