**Unique identification number:**

(For office use only)

The success of our business relies on our people. At HLM Architects, we recognise that by capturing what is unique about individuals and by learning from their varying perspectives that value will be added to the way we do business and the working environment we provide.

We want to access the widest possible talent pool and we constantly strive to create a productive environment, representative of and responsive to different cultures and groups, where everyone has an equal chance to succeed.

To promote this, we are fully committed to a policy of treating all our people and job applicants equally, using fair, objective and innovative employment practices, working within legislative requirements and promoting best practice. **Our** aim **is** to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

So that we can monitor ourselves against our objectives, we would be grateful if you would fill in this form and return it to careers@hlmarchitects.com. This information will be kept separate from your job application.

You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence and in line with our Data Protection Statement below.

Thank you for your assistance.

AGE

* Prefer not to say
* School age
* Over school age - 17
* 18-24
* 25-34
* 35-44
* 45-54
* 55-64
* 65-74
* 75+

DISABILITY

Do you have a disability?

* Prefer not to say
* Yes, I am aware I have a disability
* No, I don’t have a disability
* As far as I am aware, I don’t have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a ‘physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’ For these purposes, ‘long term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur.

ETHNICITY

* Prefer not to say

Asian or Asian British

* Bangladeshi
* Indian
* Pakistani
* Other Asian background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Black or Black British

* African
* Caribbean
* Other Black background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Chinese and other groups

* Chinese
* Other ethnic group (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Mixed race

* White and Asian
* White and Black African
* White and Caribbean
* Other Mixed background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

White

* British
* Irish
* Other White background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

RELIGION OR BELIEF

* Prefer not to say
* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Other (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* No religion

GENDER

If you are currently undergoing the process of gender reassignment, please tick your future gender

* Prefer not to say
* Male
* Female

SEXUAL ORIENTATION

* Prefer not to say
* Lesbian
* Gay man
* Bisexual
* Heterosexual/straight

DATA PROTECTION STATEMENT

Data Controller name: Covalent Group Limited

We will use this information to review compliance with our policies on equal opportunity in relation to recruitment. The data will inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation. For more information on how we use the information you have provided, please see our GDPR Prospective Employee Privacy Notice which is accessed through the footer on the HLM Architects website.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent but where you do so, you acknowledge that any consent is freely given. Your job application is not dependent on you giving consent to our processing of this data.

Sending this form back to us by email will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting us through the email address in the above Privacy Notice.

## Please return to

## [careers@hlmarchitects.com](mailto:careers@hlmarchitects.com)

HLM Architects is an equal opportunity employer and values inclusivity and diversity