

###### Equality and Diversity Recruitment Monitoring Form

#### Guidelines for the completion of the recruitment monitoring form

As Support in Mind Scotland is striving to ensure equality of opportunity in its employment policies, we have decided to monitor our recruitment practices. This will help us to identify areas of under-representation in our workforce and to assess those areas where positive action is needed.

You are not obliged to answer any of the questions, but you will appreciate that, for our monitoring policy to be wholly effective, we should hope to have 100% response. If you do not wish to answer any question(s), this will not affect your application in any way.

Your co-operation in completing this form would be greatly appreciated. **We must stress that any information you give will be strictly confidential to the Personnel Section and will not be used in the selection process. On receipt, this form will be separated from your application form and referred to only for monitoring purposes.**

**Post Applied for Corporate Account Manager, National Office, Edinburgh**

## Ethnic Group

### We appreciate that some people including those of mixed race, may not be happy with the classification used on monitoring forms, the classifications we have used are those developed by the Commission for Racial Equality for the 2001census in Scotland. If you wish to classify yourself in some other way, please use the additional space provided to do so.

|  |  |  |  |
| --- | --- | --- | --- |
| **White**  |  | **Asian, Asian Scottish, or Asian British** |  |
| Scottish  | [ ]  | Indian | [ ]  |
| Other British | [ ]  | Pakistan | [ ]  |
| Irish | [ ]  | Bangladeshi | [ ]  |
| Any other white background | [ ]  | Chinese | [ ]  |
| Please state |  | Any other Asian background | [ ]  |
|  |  | Please state: |  |
| Black, Black Scottish, or Black British |  | Mixed |  |
| Caribbean  | [ ]  | Any other mixed background | [ ]  |
| African | [ ]  |  |  |
| Any other black background | [ ]  |  |  |
| Please state: |  |  |  |
| Other ethnic background [ ]  |  |  |  |
| Please state |

1. **Gender:** I am (please tick):

Male [ ]  Female [ ]  Transgender [ ]  Other [ ]  Prefer not to say [ ]

1. **Age:** (please tick):

20 or under [ ]  20 - 29 yrs [ ]  30 - 39 yrs [ ]

40 - 49 yrs [ ]  50 - 59yrs [ ]  60 + yrs [ ]

Prefer not to say [ ]

## Disability

## We understand that many employees may not declare disability because of possible discrimination against them by employers in the selection process. Support in Mind Scotland is keen to ensure that those with disabilities do not feel discriminated against and that adjustments and adaptations are made where needed.

We would like to know how many people with disabilities we attract to apply to work with Support in Mind Scotland, so that we can monitor the effectiveness of our policies.

a) I have a mental disability [ ]

b) I have a physical disability [ ]

**If you have a disability, what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties?**

Please specify:

If you tick either of the above boxes and are shortlisted for interview, please contact National Office to ensure that interview arrangements are to your satisfaction.

#### Sexual Orientation

We appreciate that some people may find the question on sexual orientation to be an extremely personal one and we must therefore re-iterate that you are under no obligation to answer it. However, Support in Mind Scotland is particularly aware of discrimination in employment relating to sexual orientation and in order to promote policies which actively work against such discrimination, it is important that we attract those of all sexual orientations to work with us.

I would describe myself as (please tick):

Heterosexual [ ]  Lesbian [ ]  Other [ ]

Homosexual [ ]  Bisexual [ ]  Prefer not to say [ ]

## Media Response

Where did you see this post advertised?

## Comments

Do you have any comments on our monitoring form?

***Thank you for your time***