

Equality and Diversity Recruitment Monitoring Form

**Post Applied for** Senior Administrator National Office 2020-01

#### Guidelines for the completion of this form

To ensure the effectiveness of our Equal Opportunities and Recruitment Policies we would like you to fill in this form. The information you provide will remain strictly confidentialand subject to data protection. It will not be used for any other purpose other than those stated above**.**

You are not obliged to answer any of the questions, but you will appreciate that, for our monitoring policy to be effective, we hope to have a maximum of responses. Your application will not be affected in any way if you do not wish to answer any question(s) on receipt; this form will be separated from your application form and referred to only for monitoring purposes.

|  |
| --- |
| **GENDER:** Which one of the following best describes your gender? |
| [ ]  Male | [ ]  Prefer to self-describe: …………….. |
| [ ]  Female | [ ]  Prefer not to say |
| **GENDER IDENTITY:** Is your gender identity the same as the sex you were assigned at birth?[ ]  Yes [ ]  No [ ]  Prefer not to say |
| **SEXUAL ORIENTATION** Which of the following best describes your sexual orientation? |
| [ ]  Heterosexual | [ ]  Homosexual  | [ ]  Bisexual |
| [ ]  Prefer not to say | ☐ Prefer to self-describe: ………………………… |
| **SEXUAL ORIENTATION:** Which of the following best describes your sexual orientation? |
| [ ]  Heterosexual | [ ]  Homosexual  | [ ]  Bisexual |
| [ ]  Prefer not to say | ☐ Prefer to self-describe: …………… |
| **AGE**[ ]  16-19 [ ]  20-29[ ]  30-39 [ ]  40-49[ ]  50-59 [ ]  60+[ ]  Prefer not to say |

|  |
| --- |
| **ETHNIC ORIGIN:** Please tick the box for the group to which you perceive you belong: |
| **White** [ ] British[ ]  English[ ]  Irish[ ]  Scottish[ ]  Welsh[ ] Other White (Please specify) ………………….[ ]  **Prefer not to say**[ ]  **Any other ethnic group:**………………… | **Asian/Asian British**[ ]  Bangladeshi[ ]  Chinese[ ]  Indian[ ]  Pakistani[ ]  Other Asian (Please specify) …………………. **Black/Black British** [ ]  African[ ]  Caribbean[ ]  Other Black (Please specify) ………………… | **Mixed** [ ]  White and Asian[ ]  White and Black[ ]  White and Chinese[ ]  Other Mixed (Please specify) ………………….**Other ethnic group:**[ ]  Arab[ ]  Gypsy or Irish traveller[ ]  Other ethnic group (Please specify) ……………… |
| **RELIGION OR BELIEF**

|  |  |
| --- | --- |
| [ ]  Buddhist | [ ]  Sikh |
| [ ]  Christian  | [ ]  Non-religious |
| [ ]  Hindu | [ ]  Other (please state) ……………… |
| [ ]  Jewish | [ ]  I prefer not to answer this question |
| [ ]  Muslim |  |

 |
| **DISABILITY**Do you consider yourself to have a physical disability? [ ] YES [ ] NO [ ]  Prefer not to say Do you consider yourself to have a mental disability? [ ] YES [ ] NO [ ]  Prefer not to say Do you consider yourself to have a learning difficulty? [ ] YES [ ] NO [ ]  Prefer not to say Do you have work-limiting health conditions? [ ] YES [ ] NO [ ]  Prefer not to say  |
| **CARING RESPONSIBILITIES:** Do you have any caring responsibilities? (please tick all that apply) [ ]  None[ ]  Primary carer of a child or children (under 18 years)[ ]  Primary carer of a disabled child or children[ ]  Primary carer or assistant for a disabled adult (18 years and over)[ ]  Primary carer or assistant for an older person or people (65 years and over)[ ]  Secondary carer (another person carries out main caring role)[ ]  Prefer not to say |
| **I AM (**(Please tick as applicable)[ ]  In education[ ]  Employed[ ]  Unemployed | [ ]  A carer[ ]  A single parent [ ]  Living with a physical illness[ ]  Living with a mental illness | [ ]  Living with addiction[ ]  Homeless [ ]  Living with dementia |
| [ ]  I prefer not to answer this question | [ ]  Belonging to other disserved category; Please specify: ……………… |

**Media Response**

Where did you see this post advertised?

**COMMENTS**

Do you have any comments on our monitoring form?

**Please send this form as a separate document / email to** **admin@supportinmindscotland.org.uk**

***Thank you for your time, your co-operation in completing this form is greatly appreciated.***