Shetland Womens Aid Equal Opportunities Monitoring Form

Shetland Women’s Aid aims to be recognised as an equal opportunity’s organisation, which sets exemplary standards in recruitment and selection. We intend to ensure that equal opportunity employment becomes a reality in practice and not simply a paper commitment.

To achieve the above aim, and check the effectiveness of our Equal Opportunities Policy, we monitor a range of areas where people may experience discrimination.

**Why we need your help**

We can only accurately assess the effectiveness of our equal opportunities policies and procedures if you let us have the information we are requesting. You do not have to complete every section, but the more information we have, the more reliable our statistics will be.

The information which you provide will help us to monitor: -

* Whether applications are being received from a broad cross-section of people.
* Whether people appointed represent a cross-section of those who apply and are suitably qualified.
* Whether our recruitment, selection procedures and working practices, are fair.
* Whether our policies meet the diverse needs of our employees and volunteers.

**What will happen to my form?**

**The monitoring form will not be used in any part of the selection procedure and will not be seen by any member in the recruitment group. We ask you to return the completed form in the sealed envelope provided so that it will be separate from your application form.**

**What happens to the information?**

The information you provide will help us to monitor and review our recruitment and selection procedure. Details of individuals will **not** be identifiable from any statistical information we produce.

**What if I have any questions?**

Please do not hesitate to contact Shetland Women’s Aid using the contact information provided in your application pack.

Please complete all three sides of this form, it will only take a few minutes, then seal it in the envelope marked “Equal Opportunities Monitoring Form” and return it with your application form.

**Please note that by returning this monitoring form you are consenting for these details to be held on computer.**

Details of the position you are applying for:

Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you applying to work… (Volunteers need not complete this question)?

Full time  Part time  Job share

Is the post…

Permanent  Temporary

What age are you?

18-24  25-34  35-44  45-54  55-64  65+

*The Equality Act 2010 defines disability as 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.*

Do you consider that you have a disability? Yes  No

If answered yes, please state the nature of the disability:

Please circle the one of the below that best describes your sexual orientation

HETEROSEXUAL BISEXUAL

LESBIAN OTHER

Ethnic origin is about colour and broad ethnic and cultural group. Different groups may face different experiences of discrimination. The categories closely match those used in the 2001 census for Scotland.

Choose one section from A to F – then tick the appropriate box to indicate your cultural background.

# A White

Scottish

English

Welsh

Irish

Any Other White Background. Please specify:

# B Black – Black Scottish, Black English, Black Welsh, or other Black British

Caribbean

African

Any Other Black Background. Please specify:

                              

# C Asian – Asian Scottish, Asian English, Asian Welsh, or other Asian British

Indian

Pakistani

Bangladeshi

Any Other Asian Background. Please specify:

                              

**D Chinese – Chinese Scottish, Chinese English, Chinese Welsh or other Chinese British**

Chinese

Any Other Chinese Background. Please specify:

                              

# E Mixed

White and Black Caribbean

White and Black African

White and Asian

Any Other Mixed Background. Please specify:

                              

# F Other ethnic background

Gypsy Traveller

Any Other Background. Please specify:

                              

**G Please state where you saw this vacancy advertised:**

Shetland Times  SWA Facebook page

Shetland News  SWA Twitter

SWA Website  Other \_Google Search\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your help.**