EQUAL OPPORTUNITIES MONITORING FORM

At Castle Enterprise Scotland we strive to ensure that we treat all service users, staff and volunteers with respect and provide a positive and safe space to access services and work in.  We are aware that there may be additional barriers to accessing support for people who identify as having a protected characteristic. These are:

* Age
* Disability
* Religion and Belief
* Sex
* Sexual orientation (Lesbian, Gay, Bisexual, heterosexual)
* Transgender identity
* Race
* Pregnancy and Maternity
* Marriage and Civil Partnership status

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

**All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.**

Thank you for your assistance.

# VACANCY DETAILS

Please state which job you have applied for and the closing date given for applications.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Post Applied For |  | | | | | |
| Closing Date for Applications |  | | | | | |
| Where did you hear about the post? | Friend |  | Newspaper (Please specify) |  | Recruitment Company |  |
| Company Website |  | Other  (Please specify) |  | | |

# GENDER

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What is your gender  (Please tick) | Male |  | Female |  | Other |  |
| Prefer not to say |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you or have you ever been identified as transgender? (Please tick) | Yes |  | No |  |

# ETHNIC GROUP

How would you describe your nationality and/or ethnicity (please tick)?

|  |  |  |  |
| --- | --- | --- | --- |
| **A White** | | Scottish, English, Welsh, Northern Irish or British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background (Please give details) |  |
| **B Mixed or multiple ethnic groups** | White and Black Caribbean | |  |
| White and Black African | |  |
| White and Asian | |  |
| Any other Mixed or multiple ethnic background  (Please give details) | |  |
| **C Asian or Asian British** | Indian | |  |
| Pakistani | |  |
| Bangladeshi | |  |
| Chinese | |  |
| Any other Asian background (Please give details) | |  |
| **D Black, African, Caribbean or Black British** | African | |  |
| Caribbean | |  |
| Any other Black, African or Caribbean background  (Please give details) | |  |
| **E Other Ethnic Group** | Arab | |  |
| Any other ethnic group (Please give details) | |  |
| Prefer not to say | | |  | |

# AGE

What is your age (please tick)?

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-17 |  | 18-21 |  | 22-30 |  | 31-40 |  | 41-50 |  | 51-60 |  |
| 61-65 |  | 66-70 |  | 71+ |  | Prefer not to say | | |  | | |

# SEXUAL ORIENTATION

How would you describe your sexual orientation (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual / Straight |  | Bisexual |  | Other |  |
| Gay |  | Lesbian |  | Prefer not to say |  | |

# RELIGION OR BELIEF

Please describe your religion or other strongly held belief.

|  |  |  |
| --- | --- | --- |
| I would describe my religion or belief as: | Roman Catholic | |
| OR (tick as appropriate) |  | |
| I have no particular religion or belief: | |  |
| Prefer not to say: | |  |

# DISABILITY

The Equality Act 2010 defines a disability as a "physical or mental impairment and the impairment has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Don’t Know |  |
| Used to have a disability but have now recovered | | |  | Prefer not to say |  | |

# YOUR PERSONAL DATA

## What we need

Castle Enterprise Scotland Ltd will be what is known as the controller of the personal data you provide to us. The Rock Trust’s company registration is Z2686188

## Why we need it

The purpose of this form is to collect data to help measure how effective it is in attracting a diverse range of candidates. The form also acts as a medium to communicate our commitment to diversity and inclusion. The data in the form is confidential and anonymous. You are under no obligation to complete this form as the information is not required for us to proceed with your application.

## What we do with it

All the personal data from this form is added to an anonymous spreadsheet. As soon as this is done we destroy the paper copy. The information we hold about you will be processed by our staff within Castle Enterprise Scotland Ltd and no third parties will have access to your personal data.

We take all reasonable steps to ensure that your personal data is processed securely and more information on this is available from the controller.

## How long we keep it

The data you have provided on this form is held anonymously. We continue to monitor the effectiveness of our ability to attract a diverse range of candidates. As such, the personal information is held indefinitely.

## What are your rights?

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. [*enquiries@castlefurniture.org*](mailto:enquiries@castlefurniture.org) (Please mark your email “data protection complaint”)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office [*https://ico.org.uk/*](https://ico.org.uk/)