

## Board of Management

### Equality and Diversity Monitoring Form

#### Title

How do you like to be addressed? (Please tick)

☐ Dr ☐ Miss ☐ Mr ☐ Mrs ☐ Ms ☐ Mx ☐ Other

#### Sex

Are you male, or female? (Please tick)

☐ Male ☐ Female

(The legal definition is required for HMRC purposes. However, a more inclusive version of this question is included in the equality and diversity monitoring section to follow.)

#### Introduction

City of Glasgow College is committed to developing a diverse workforce and Board of Management which reflects the communities we serve. As such, we will appoint, develop and promote on the basis of merit and ability alone and ensure fairness, advance opportunities and foster respect for all our applicants and staff.

City of Glasgow College Board of Management understands that it is essential to develop a supportive organisational culture which values people from all sections of society, and the contribution each individual can make. We will never discriminate because of: age; disability; gender identity and reassignment; marital and civil partnership; pregnancy and maternity; religion or belief; race; sex; and sexual orientation.

In short, we strive to ensure that all our staff policies, procedures, practices and benefits are inclusive across all these protected characteristics.

To assist us to monitor the effectiveness of our Equality, Diversity & Inclusion Policy, we hope you will take time to complete this section.

Please answer all questions by ticking the appropriate box and adding additional information as requested. There is a “prefer not to say” option for each question. However, more information helps us to make things better, so we encourage you to answer the questions if you feel able. Your anonymity and confidentiality is assured. This sensitive information will be removed from the main application form upon receipt, stored securely and not used for short listing purposes.

## **Why does Monitoring Matter?**

We want to recruit and include the full diversity of staff and Board members and provide a safe environment free from discrimination. Please take the time to watch this short video explaining why monitoring matters.

Embedded url: [https://youtu.be/gb\\_lhMQwV\\_A](https://youtu.be/gb_lhMQwV_A)

Web link: [https://www.youtube.com/watch?v=gb\\_lhMQwV\\_A](https://www.youtube.com/watch?v=gb_lhMQwV_A)

As you can see from this video, it is important to provide this anonymous and confidential data, for each protected characteristic detailed, even if only to declare “none” where a question does not apply to you.

# Equality and Diversity Monitoring Form

## Age

What is your date of birth?

## Caring Responsibilities

Do you have any caring responsibilities? (Please tick)

☐ Yes ☐ No ☐ Prefer not to say

If yes, where you are the parent or legal guardian of a child and/or a carer, or assistant\* for an adult, please tick **all** that apply:

☐ Child/children under 18 if disabled ☐ Child/children under 17, if otherwise

☐ Adult/s 18 and over requiring additional care\* ☐ Prefer not to say

\* The Carers (Scotland) Act 2016 defines as a carer as “an individual who provides or intends to provide care for another individual”, excluding caring under a contract or volunteer.

## Disability

Do you have an impairment, health condition, or learning difference that has a substantial and long term impact on your day to day life? Long term is defined as longer than 12 months.

☐ Yes

☐ No

☐ Prefer not to say

If yes, please tick **all** that apply:

☐ Deaf or hearing impairment

☐ Blind or visual impairment not corrected by glasses

☐ Learning difficulty (for example, Down’s Syndrome)

☐ Specific learning difficulty (for example, dyslexia)

☐ Developmental condition or social/communication impairment (for example, speech or language impairment, Autistic Spectrum Disorder or Asperger’s Syndrome)

☐ Physical impairment or mobility difficulty (for example, difficulty using your arms or using a wheelchair or crutches)

☐ Mental health difficulty (for example, depression, schizophrenia or anxiety disorder)

☐ Long-term illness, disease or health condition (for example, cancer, HIV, diabetes, chronic heart disease, or epilepsy)

☐ Other impairment or condition not listed above

☐ Prefer not to say

## British Sign Language (BSL) User

Colleges have a responsibility under the British Sign Language (Scotland) Act 2015 to improve services for BSL users.

Are are you a BSL user?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

## Reasonable Adjustments

Are there any adjustments we could make to assist you at interview? (please tick)

- ☐ Yes
- ☐ No

If yes, please specify any adjustments we could make to accommodate your needs:

[Click here to enter text.](#)

or tick if not applicable ☐

If offered a position, please specify any adjustments or support we could provide to accommodate your needs whilst working on behalf of the College:

[Click here to enter text.](#)

or tick if not applicable ☐

College staff will be in touch, as required, to discuss reasonable adjustments in confidence.

## Gender Identity and Reassignment

What is your sex (gender)?

- ☐ Male (including trans man)
- ☐ Female (including trans woman)
- ☐ Identify in another way
- ☐ Prefer not to say

Does your gender identity match your sex as registered at birth?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Have you ever identified as a trans person?

“Trans” is an umbrella to cover the many diverse ways in which people can find their personal experience of their gender identity or gender expression differs from their assigned sex.

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

### **Marriage and Civil Partnership**

Which best describes your current marital or partnership status?

- ☐ Married
- ☐ In a same-sex civil partnership
- ☐ Other
- ☐ Prefer not to say

### **Pregnancy and Maternity**

Are you currently pregnant or have you been pregnant in the past year?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Have you taken any of the following leave within the past year?

- ☐ Maternity leave
- ☐ Paternity leave
- ☐ Adoption leave
- ☐ Shared parental leave
- ☐ None of the above
- ☐ Prefer not to say

### **Race – Ethnic Group**

Choosing ONE section from A to G, which best describes your ethnic group or background?

#### **A. White**

- ☐ Scottish
- ☐ English
- ☐ Welsh
- ☐ Northern Irish

- ☐ British
- ☐ Irish
- ☐ Gypsy/Traveller
- ☐ Polish
- ☐ Any other white ethnic group

**B. Mixed or multiple ethnic groups**

- ☐ Any mixed or multiple ethnic group

**C. Asian, Asian Scottish or Asian British**

- ☐ Pakistani, Pakistani Scottish or Pakistani British
- ☐ Indian, Indian Scottish or Indian British
- ☐ Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- ☐ Chinese, Chinese Scottish or Chinese British
- ☐ Any other Asian ethnic group

**D. African**

- ☐ African, African Scottish or African British
- ☐ Any other African group

**E. Caribbean or Black**

- ☐ Caribbean, Caribbean Scottish or Caribbean British
- ☐ Black, Black Scottish or Black British
- ☐ Any other Caribbean or Black ethnic group

**F. Other Ethnic Group**

- ☐ Arab, Arab Scottish or Arab British
- ☐ Any other ethnic group

**G. All Ethnic Groups – Prefer Not to Say**

- ☐ Prefer not to say

**Race – Nationality**

What is your nationality?

Choose an item.

- ☐ Prefer not to say

## Religion or Belief

Which of the following best describes your religion or beliefs?

- ☐ No religion (including agnostic and atheist)
- ☐ Buddhist
- ☐ Christian: Church of Scotland
- ☐ Christian: Protestant
- ☐ Christian: Roman Catholic
- ☐ Christian: Other
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Other religion
- ☐ Other belief (for example, veganism or environmentalism)
- ☐ Prefer not to say

## Sexual Orientation

Which of the following best describes your sexual orientation?

- ☐ Bisexual
- ☐ Gay man
- ☐ Gay woman/lesbian
- ☐ Heterosexual/straight
- ☐ Identify in another way
- ☐ Prefer not to say