# Why Are We Asking for This Information?

CVS Falkirk is committed to creating a diverse and inclusive environment without discrimination. We welcome applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

In order to monitor the effectiveness of our Equal Opportunities policy, everyone applying to work with us is asked to complete this form; however, this is completely optional, and no one will be penalised for not filling out any section of this form, or even the whole form.

If you are completing a hard copy of this form, please complete it in black ink using BLOCK CAPITALS.

## DATA PROTECTION AND STORAGE OF SENSITIVE INFORMATION

This section refers to the Data Protection Act (1998), the General Data Protection Regulation (GDPR) (2018), and any subsequent or relevant legislation.

The information on this form is completely confidential and anonymous. This form will be separated from your application form, and will not be available to the shortlisting panel. CVS Falkirk will use this form for monitoring purposes only, in an anonymised format. The information gathered on this form will be retained for **one year**, stored in line with our Privacy Notice.

# Section A: Right to Work

Are you currently eligible for employment in the UK? *Please mark the relevant box below with “x”.*

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YES

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NO

Please note that, prior to appointment, you will be required to show a document confirming your right to work in the UK (this may be a P45, P60, birth certificate or other prescribed document).

## REHABILITATION OF OFFENDERS ACT 1974

If you have previously been convicted of any offences, please give details in the next box – unless the conviction is considered “spent” under the Rehabilitation of Offenders Act (amended).

Having a conviction, spent or unspent, does not bar you from working with us; some of our posts involve working with vulnerable people, or handling considerable sums of money, or other work where having a criminal conviction might put you in a potentially vulnerable position, unless we are able to consider your background from the outset. (Please note that this box will expand as you type.)

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# Section B: Background

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What is your age?

Which of the following gender identities would you apply to yourself? *Please mark the relevant box below with “x”.*

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Female or Woman Other

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Male or Man Prefer not to say

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Non-binary or

Genderqueer

If you have selected “Other”, please tell us more about this, if you are comfortable doing so:

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Which of the following sexualities would you apply to yourself?

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Heterosexual or Straight Pansexual

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Gay Queer

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Lesbian Asexual

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Bisexual Other

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Prefer not to say

If you have selected “Other”, please tell us more about this, if you are comfortable doing so:

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Do you consider yourself to have a disability (such as a learning disability or difficulty, a physical disability, a mental health condition, or any other chronic (long-term) health condition which has a substantial impact on your life)?

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YES

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NO

If you have selected “Yes”, please tell us if there are any reasonable adjustments we can make to support you in your role with us:

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|  |

Which of the following backgrounds would you apply to yourself? *Please mark the relevant box(es) below with “x”.*

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Prefer not to say

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| **African, Scottish African, Afro Scottish, or British African** | | | |
| African, Scottish African, Afro  Scottish, or British African |  | Nigerian, Scottish Nigerian, or  British Nigerian |  |
| Somali, Scottish Somali,  or British Somali |  | Ghanian, Scottish Ghanian, or  British Ghanian |  |
| Other background: | | | |
| Prefer not to say | | | |

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| **Arabic, Scottish Arabic, or British Arabic** | | | |
| Syrian, Scottish Syrian, or British  Syrian |  | Afghan, Scottish Afghan, or  British Afghan |  |
| Iraqi, Scottish Iraqi, or British Iraqi |  | Iranian, Scottish Iranian, or  British Iranian |  |
| Other background: | | | |
| Prefer not to say | | | |

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| **Asian, Scottish Asian or British Asian** | | | |
| Pakistani, Scottish Pakistani, or  British Pakistani |  | Indian, Scottish Indian, or  British Indian |  |
| Bangladeshi, Scottish Bangladeshi,  or British Bangladeshi |  | Chinese, Scottish Chinese, or British Chinese |  |
| Other background: | | | |
| Prefer not to say | | | |

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| **Black, Black Scottish, Afro Scottish, or Black British** | | | |
| Black, Black Scottish, Afro  Scottish, or Black British |  | Afro-Caribbean, or Caribbean |  |
| Black American or Canadian |  | Black European |  |
| Other background: | | | |
| Prefer not to say | | | |

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| **Mixed or multiple ethnic group or background** |
| Please describe your background as best suits you, if you are comfortable doing so: |
| Prefer not to say |

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| **White** | | | | | | | |
| Scottish |  | Irish |  | Welsh |  | Other  British |  |
| Polish |  | Romanian |  | Bulgarian |  | Ukrainian |  |
| Gypsy Roma(ni) Traveller |  | Showperson |  | Other  European |  | American |  |
| Other background: | | | | | | | |
| Prefer not to say | | | | | | | |

Which of the following religions, religious denominations or bodies, or beliefs would you apply to yourself (if any)? *Please mark the relevant box(es) below with “x”.*

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Prefer not to say

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| --- | --- | --- | --- | --- | --- | --- | --- |
| None |  | Baháʼí Faith |  | Buddhist |  | Hindu |  |
| Jewish |  | Muslim |  | Pagan |  | Sikh |  |
| Roman Catholic |  | Church of Scotland |  | Orthodox  Christian |  | Other Christian |  |
| Other religious belief: | | | | | | | |

Do you consider yourself to be living on a low income?

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YES

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NO

Do you have any caring responsibilities? *Please mark the relevant box(es) below with “x”.*

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Prefer not to say

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| Primary carer of  a child or  children  (under 18 years  old) |  | Primary carer of  a disabled child  or children  (under 18 years  old) |  | Primary carer of  a disabled adult  (18 years old  and over) |  | Primary carer of  an older person  (65 years old  and over) |  |
| Secondary carer of anyone mentioned here: | | | | | | | |
| Other caring responsibility: | | | | | | | |

# Section C: Feedback

CVS Falkirk strives to be inclusive, and we are committed to increasing the diversity of our team. We welcome your feedback regarding how we can improve our recruitment processes, and this Equal Opportunities Monitoring Form. If you have anything you would like to share with us, please use the box below, or contact us by email: [info@cvsfalkirk.org.uk](mailto:info@cvsfalkirk.org.uk)

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**www.cvsfalkirk.org.uk | 01324 692 000 | info@cvsfalkirk.org.uk | @CVSFalkirk**

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