**Voluntary Action Orkney**

**Equal Opportunities Policy Statement**

All recruitment and selection activities will be carried out in a fair, consistent, effective and professional manner. An effective recruitment process contributes directly to the continuing success of VAO and it is the responsibility of the Board of Directors to ensure that this policy and procedure complies with all relevant legislation.

VAO is committed to applying its equal opportunities policy at all stages of recruitment and selection. Short listing, interviewing and selection will always be carried out without regard to gender, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or belief, age or trade union membership, unless lawfully allowed for certain specific posts.

It is VAO’s practice to seek documentary proof of qualifications prior to interview and to appoint the successful candidate subject to receipt of two satisfactory written references. Where appropriate a disclosure check will be requested at a level suitable to the role.

**Equal Opportunities Monitoring Form**

Voluntary Action Orkney believes in equal opportunities.

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form. It will not form part of the selection process.

Please tick the appropriate boxes:

Gender Male

Female

Prefer not to say

What age group do you belong to?

18-25 45-55

25-35 over 55

35-45 Prefer not to say

Do you consider that you have a disability? Yes

No

Prefer not to say

Do you consider that you have a long-term health problem?

Yes

No

Prefer not to say

How would you describe your nationality?

British English Scottish

Welsh Irish

Other (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you describe your ethnic origin?

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**All information will be recorded separately and will not be attributed to individuals**.