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Covering Letter

Date: 21st July 2025

Dear Applicant

Chief Executive Officer

Thank you for your enquiry about the above post.

You will find enclosed an application form, equal opportunities monitoring form and some background information about the bureau.

In determining which applicants will be interviewed the interview panel will have regard to applicants who best fit the person specification, so it is important that you to use this as a guide when completing the application form. We also require a personal statement.

We regret that we are unable to acknowledge receipt of completed paper application forms, unless a stamped addressed envelope is enclosed with your application. We will acknowledge any applications submitted electronically, or if an email address is provided on the paper copy.

We look forward to receiving your application by 23.59 on 15th August. We would ask that you provide a telephone number/email where we can contact you day and/or evening. If you are selected for interview, this will be held on 3rd, 4th or 5th September.

Yours sincerely

Phil Daws

Chair

**Information to Applicants**

Citizens Advice Bureaux are the major providers of holistic information, advice and assistance, operating across Scotland from the islands to the City Centres. These local offices are wholly independent charities and receive funding from their respective local Councils in the form of annual grants or contracts. Bureaux are autonomous bodies under the control of a local Board of Directors. These consist of representatives of local residents who have an interest in our work and volunteer representatives.

All bureaux are members of the Scottish Association of Citizens Advice Bureaux (Citizens Advice Scotland) and as such must meet specific conditions of membership related to standards of service and other matters. The Association receives financial support from central government through the Department for Business and Trade.

Renfrewshire CAB (RCAB) is staffed by paid staff and trained volunteer advisers under the supervision of the Chief Executive Officer and management team. Enquiries are received across a wide range of topics, and clients expect high quality advice and assistance including representation at tribunals on what are, at times, highly complex matters. The main enquiries at the present time relate to problems with welfare, benefits, debt, money, employment, housing, and family and personal situations.

RCAB has its main office in Paisley and utilises community facilities for outreach services throughout Renfrewshire. We are the only holistic advice provider in Renfrewshire although other advice providers support local people on money and welfare issues.

RCAB have 38 members of staff and 40 volunteers, operate a face-to-face advice service 5 days per week and also offer advice by telephone and email.

For a full overview of all our services and current work, please visit our website [www.renfrewshire.cas.org.uk](http://www.renfrewshire.cas.org.uk)

Job Description

Job Title: Chief Executive Officer

Responsible to: Board of Directors

Responsible for: All staff and volunteers

Hours: 35 hours per week

Contract: Permanent

Location: Paisley

Salary: £50,000

Employers Pension Contribution: 8%

Annual Leave: 41days inclusive of 13 local holidays

**Key Responsibilities**

* Overall operational and strategic management of Renfrewshire Citizens Advice Bureau - within guidelines set by the Board of Directors and membership of the Citizens Advice Network
* Providing leadership and effective line management of the workforce (staff and volunteers)
* Represent the interests of the Bureau at partner and stakeholder meetings whilst strengthening the role of the organisation within the community
* Ensure the Bureau has a strong digital footprint by making best use of the Bureau’s website and other social media platforms
* Effectively manage Bureau finances and prepare reports for the Board of Directors and funders as and when required
* To ensure the Bureau meets the aims, principles and policies set by Citizens Advice Scotland membership audit conditions and Scottish National Standards for Information & Advice Providers
* Ensure the management and maintenance of all Bureaux premises and equipment and Health & Safety legislation is adhered to.

**Workforce Management**

* Responsible for ensuring the management and welfare of staff and volunteers, their development and support and supervision
* Responsible for ensuring the recruitment and selection of paid and volunteer staff meets the Bureau’s needs
* Review and develop volunteer recruitment strategies with the management team
* Ensure staff and volunteer policies and procedures are up to date in accordance with current legislation

**Strategy**

* Lead on strategic planning process, with the Board of Directors, ensuring engagement with key stakeholders including staff, volunteers, people that use the service, and other key partners.
* Lead the development, implementation and monitoring of the charity’s business plan, setting objectives for how strategic priorities will be delivered and the resources required to do so.
* Lead in building and maintaining good working relationships with relevant local and national statutory, voluntary and community organisations, including Citizens Advice Scotland
* Ensure the Bureau is represented at local and national networks, forums and meetings
* Identifying the needs of clients and key trends within the advice sector to inform Bureau services

**Finance & Fundraising**

* To control Bureau spending within the limits set by the Board and ensure an accurate record of expenditure is maintained
* To advise the Board on matters of operational expenditure
* To plan and manage project budgets in accordance with the requirements of funders and engaging with funders when necessary
* To assist the Board in preparation of annual accounts
* Identify funding opportunities and secure funding to support the delivery of core generalist work, bureau development and specialist projects.

**Board Advice & Guidance**

* Report on developments within Citizens Advice Scotland and the obligations of membership of the Association to the Board
* Report to the Board on appropriate developments within advice, and horizon scanning
* Ensure the Board is informed of their legal obligations and compliance issues
* To provide committee services to the Board when required
* Assist the Board of Directors with governance issues and ensure compliance with the Constitution
* Identify, mitigate, and manage strategic risks and embed a positive, enabling risk management culture across the organisation.
* To carry out any other reasonable task as requested by the Board

**Quality of Service**

* Ensure services comply with Citizens Advice Scotland membership and Scottish National Standards for Information & Advice Providers or other relevant Quality Assurance Scheme along with the management team
* Set standards and assess performance and where required, lead development plans for improvement
* Lead the development, implementation and review of operating policies and procedures in consultation with the Operations Manager to ensure effective service delivery
* Review service delivery and analyse trends for planning and development
* Ensure appropriate information is provided to funders, the Board, and wider stakeholders both on a planned and ad hoc basis
* Ensure relevant information on the range of Bureau services is provided to the public and other key stakeholders and the preparation and issue of media statements and other public communications including those on social media sites
* To prepare full, accurate and regular reports on all Bureau activity as required by the Board of Directors.
* To manage the complaints process in line with Scottish Association of Citizens Advice Bureau policy and procedure.

**Misc**

* Ensure all statutory and regulatory requirements are met including returns to Companies House, the Office of the Scottish Charity Regulator, Financial Conduct Authority and Citizens Advice Scotland.
* To assume overall responsibility for, and ensure the effectiveness and secure use of, all IT and communication systems

The above job description is not exhaustive and is clarified to include broad duties inherent in the post as reasonably requested by the Renfrewshire Citizens Advice Bureau Board of Directors.

Person Specification

**Essential**

* Strong interpersonal and people management skills acquired through extensive experience, including effective delegation, recruitment, retention and performance management.
* Understanding of operational management, including project and programme management, and associated risks and controls.
* Experience of strategic financial management.
* Experience of developing and delivering strategy and business plans.
* Experience of managing change within an organisation considering the views and experiences of key stakeholders.
* Excellent team building skills and experience, with the ability to inspire and lead a passionate and committed team, at all levels of the organisation, to perform to the best of their abilities.
* Experience of building positive and productive relationships with a diverse group of internal and external stakeholders including a range of funders, partners, policymakers, and media.
* Good understanding of technology and the role of effective IT systems in both an office setting and in delivering services.
* Excellent written and oral communications.
* Excellent organisational skills.
* Keen analytical skills and the ability to work under pressure.
* Support for and understanding of the principle of voluntarism.
* Commitment to the Aims and Principles of the CAB service.
* Demonstrable commitment to equality, diversity, and inclusion.
* Understanding of local authority structures and the third sector.
* Ability to travel within the Renfrewshire area and elsewhere as required
* Managerial experience.

**Desirable**

* Experience of working with volunteers in the voluntary sector.
* Experience of working within the advice sector.
* Knowledge and understanding of the needs of the Renfrewshire area

**Additional requirements**

* The post is subject to the receipt of a satisfactory basic disclosure
* The post is subject to Criminal Convictions Declaration

**Application Form**

**Please complete all sections of this form, including candidate details, acceptance of our privacy notice for job applications, reference details and a declaration of your right to work in the UK.**

To apply for this role, please complete this application form and send it to Kate Hughes, Chair of HR Committee at Kate.Hughes@PaisleyCAB.casonline.org.uk by 23.59 on Friday 15th August

In order for your application to be considered, please ensure you complete all sections of this form. Please **do not** send in your CV as we will only consider your completed application form.

**Sections**

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# Candidate Details

Please complete your details below:

|  |  |
| --- | --- |
| Title |   |
| Full name |   |
| Previous name(s) if applicable (please include dates) |   |
| Address |   |
| Email address |  |
| Contact telephone number |  |
| Role applied for |  |
| Where did you see the job advertised? |  |

# General Data Protection Regulation

Renfrewshire Citizens Advice Bureau is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Our ‘Privacy Notice for Job Applicants’) sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant, how we use that information, how long we keep it for and other relevant information about your data. It is important that you read this notice so that you are aware of how and why we are using your data. Please check the box below to confirm that you have done so.

**I confirm that I have read understood and agree to the Privacy Notice for Job Applicants.** [ ]

**References**

Any offers of employment with Renfrewshire Citizens Advice Bureau are conditional upon receipt of satisfactory references. Please provide below the names and contact details of at least two referees **covering your last 7 years of employment** (include additional boxes if necessary).

If you have been in full-time education during this time, please provide details of where an academic reference can be obtained.

For each reference, please detail the following information:

**Referee 1**

|  |  |
| --- | --- |
| **Name of referee** |   |
| **Job title of referee** |   |
| **Organisation**  |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Dates employed** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name of referee** |  |
| **Job title of referee** |  |
| **Organisation**  |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Dates employed** |  |

Please note that we will not contact any referees until an offer of employment has been made and your authorisation has been obtained.

**Right to Work in the United Kingdom**

All employees must be able to demonstrate that they are legally entitled to work in the United Kingdom.

In order to apply for employment with Renfrewshire Citizens Advice Bureau, you must declare that you have the right to work in the United Kingdom and that, if successful, you will be able to provide the necessary documentation (typically a passport or a birth certificate, together with your National Insurance Number).

By completing this application form, you are declaring that you are legally entitled to work in the United Kingdom.

**Please state below, by selecting the statement that applies to you, if there are any restrictions or limitations on your legal right to work in the United Kingdom.**

|  |
| --- |
|[ ]  I confirm that I have the right to work in the United Kingdom without restriction. |
|[ ]  I confirm that I have the right to work in the United Kingdom until \_\_\_\_\_\_\_\_\_\_\_ and I hold the appropriate Visa documentation to confirm this right. I have no restrictions or limitations on my Visa. |
| [ ]  | I confirm that I have the right to work in the United Kingdom until \_\_\_\_\_\_\_\_\_\_\_ and I hold the appropriate Visa documentation to confirm this right. I am restricted to (please detail any restrictions or limitations on working in the UK):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Employment History**

Please give details of your employment (paid or unpaid) **starting** with your present/most recent employer and working backwards. Please explain any employment breaks.

**Present or most recent employer:**

**Please note Employers will NOT be contacted, other than a reference request for successful candidate.**

|  |  |
| --- | --- |
| Name, full address of current employer |  |
| Job title |  |
| Dates employed: from (MM/YY) to (MM/YY) |  |
| Notice period (if applicable) |  |
| Reason for leaving  |  |
|  |   |

**Please give a brief outline of your main responsibilities and achievements:**

**Previous employers: Continue on separate sheet and include additional boxes if necessary**

|  |  |
| --- | --- |
| Name, full address & telephone number of employer |  |
| Job title |  |
| Dates employed: from (MM/YY) to (MM/YY) |  |
| Notice period (if applicable) |  |
| Reason for leaving  |  |

**Please give a brief outline of your main responsibilities and achievements:**

|  |  |
| --- | --- |
| Name, full address & telephone number of employer |  |
| Job title |   |
| Dates employed: from (MM/YY) to (MM/YY) |   |
| Notice period (if applicable) |  |
| Reason for leaving  |   |

**Please give a brief outline of your main responsibilities and achievements:**

If you have had any breaks in your employment (for example family commitments, travel and periods of unemployment) please give the dates to and from and a full explanation.

|  |  |
| --- | --- |
| **Dates** | **Reason for break** |
|  |  |
|  |  |

**Qualifications:**

|  |  |  |
| --- | --- | --- |
| **Date completed** | **Course** | **Brief description** |
|  |  |  |
|  |  |   |
|  |  |  |

**Membership of professional bodies:**

|  |  |  |
| --- | --- | --- |
| **Date joined** | **Professional body** | **Category of membership** |
|  |  |  |

# Personal Statement (Maximum 2 pages)

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any deliberate attempt to provide false information to obtain employment is a serious misrepresentation and will lead to rejection, or if employed, dismissal and is likely to constitute a criminal offence.

Signed

Date

Print name:

Please return completed application to: -

Email: Kate.Hughes@PaisleyCAB.casonline.org.uk

**Renfrewshire Citizens Advice Bureau is committed to equal opportunities both in service provision and employment.**

**Charity number: SC001738**

**Charity name: Renfrewshire Citizens Advice Bureau**

**Privacy Notice**

Renfrewshire CAB is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with the GDPR, the types of data that we will collect and hold on you as a job applicant. It also sets out how we will use that information, how long we keep it for and other relevant information about your data.

It is important that you read this notice so that you are aware of how and why we are using your data.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

**Data controller details**

Renfrewshire CAB is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: manager@paisleycab.casonline.org.uk

**Data protection principles**

In relation to your personal data, we will:

* process it fairly, lawfully and in a clear, transparent way
* collect it only for reasons that we find proper for the purposes of making recruitment and selection decisions and for ensuring that our equal opportunities obligations are met
* only use it in the way that we have told you about
* ensure it is correct and up to date
* keep it only for as long as we need it
* process it in a way that ensures it will not be used for anything that you are not aware of or have not consented to (as appropriate)
* process it in a way that ensures it will not be lost or accidentally destroyed

**Types of data we process**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We will hold the following types of data about you, during the recruitment and selection process:

* your personal details including your name, title, address, personal email address, personal phone numbers
* whether or not you have a disability, in order that we can make suitable adjustments to our recruitment and selection processes
* information included on your application form, including references, education history and employment history
* information used for equal opportunities monitoring purposes, which will be held separately from any other documentation provided by you and which will not be attributable to you
* documentation relating to your right to work in the UK

**How we collect your data**

We collect data about you in a variety of ways, this will include the information you would normally provide in an application form or a job application cover letter, or notes made by our recruitment panel during a recruitment interview. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and emergency contact details. Other details may be collected directly from you in the form of official documentation such as your passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as from former employers when gathering references.

Personal data is kept in personnel files and IT System within Renfrewshire Citizens Advice Bureau.

**Why we process your data**

The law on data protection allows us to process your data for certain reasons only:

* in order to perform the employment contract that we are party to
* in order to carry out legally required duties
* in order for us to carry out our legitimate interests
* to protect your interests and
* where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your personal data to ensure we are complying with legal requirements such as:

* carrying out checks in relation to your right to work in the UK
* making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of Renfrewshire CAB. We have set these out below:

* making decisions about who to offer employment to
* making decisions about salary and other benefits
* assessing training needs
* dealing with legal claims made against us

If you are unsuccessful in obtaining employment, we may seek your consent to retain your data in case the outcome of the recruitment process changes, or other suitable job vacancies arise at Renfrewshire CAB for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for doing so.

**Special categories of data**

There are "special categories" of more sensitive personal data which require a higher level of protection. Special categories of data are data relating to:

* information about your health, including any medical conditions
* information about your sex life or sexual orientation
* information about your race, ethnicity, religious beliefs or political opinions
* information about trade union membership
* genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

* you have given explicit consent to the processing
* we must process the data in order to carry out our legal obligations
* we must process data for reasons of substantial public interest
* you have already made the data public.

We will use your special category data:

* for the purposes of equal opportunities monitoring
* in order to make appropriate adjustments to the recruitment and selection process if you have a disability

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

**Criminal conviction data**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us to do so. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data to determine your suitability for the post and to provide a safeguard for our clients and volunteers.

**If you do not provide your data to us**

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, if you do not provide it, we may not be able to process your application.

**Sharing your data**

Your data will be shared with colleagues within Renfrewshire CAB where it is necessary for them to undertake their duties with regard to recruitment and selection. This includes, for example, trustees from our board of directors, the bureau manager, any other individuals who are involved in screening your application and interviewing you.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process. We may also share your data with Disclosure Scotland, if criminal record checks are required for the post in question. We do not share your data with bodies outside of the European Economic Area.

**Protecting your data**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. Data is held in locked filing cabinet in the Bureau Managers office.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

**Data Retention / How long we keep your data for**

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful, we will keep your data for three months after the recruitment exercise ends. If you have consented to our retaining your data in case future vacancies arise, we will keep it for a maximum of six months.

At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

**Automated decision making**

No decision about you, which may have a significant impact on you, will be made solely on the basis of automated decision making - i.e. where a decision is taken about you using an electronic system without human involvement.

**Your rights in relation to your data**

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

* The right to be informed. This means that we must tell you how we use your data, and
* The right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
* The right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
* The right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
* The right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
* The right to portability. You may transfer the data that we hold on you for your own purposes
* The right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
* The right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Martin Fotheringham Chief Officer.

**Making a complaint**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

Equality and Diversity Monitoring Form

Completing this form will help Renfrewshire Citizens Advice Bureau monitor equality and diversity statistics. This information is not part of your application and will not be used in any part of the selection process. The information will be stored anonymously and confidentially.

Please do not put your name anywhere on this form. You may return it separately from your mainb application documents by emailing it to: manager@paisleycab.casonline.org.uk

## Position applying for: ……………………………………………………………………………………

## Gender

#### Which one of the following best describes your gender?

[ ]  Male

[ ]  Female

[ ]  Prefer not to say

[ ]  Prefer to self-describe: ………………………………………………………………………………....

## Gender Identity

Is your gender identity the same as the sex you were assigned at birth?

[ ]  Yes

[ ]  No

[ ]  Prefer not to say

**Sexual Orientation**

Which of the following best describes your sexual orientation?

[ ]  Bisexual

[ ]  Gay man

[ ]  Gay Woman / Lesbian

[ ]  Heterosexual / Straight

[ ]  Prefer not to say

[ ]  Prefer to self-describe: ………………………………………………………………………………...

**Disability**

Do you consider yourself to be disabled?

[ ]  Yes

[ ]  No

[ ]  Prefer not to say

## Age

[ ]  16-24 [ ]  25-34 [ ]  35-44

[ ]  45-54 [ ]  55-65 [ ]  65+

[ ]  Prefer not to say

**Ethnicity**

Please tick the box for the group to which you perceive you belong:

[ ]  Arab

[ ]  Asian/Asian British: Indian

[ ]  Asian/Asian British: Pakistani

[ ]  Asian/Asian British: Bangladeshi

[ ]  Asian/Asian British: Chinese

[ ]  Other Asian: ……………………………………………………………………………………………. ….

[ ]  Black/Black British: African

[ ]  Black/Black British: Caribbean

[ ]  Other Black/Black British: ………………………………………………………………………………

[ ]  Mixed: White and Black Caribbean

[ ]  Mixed: White and Black African

[ ]  Mixed: White and Asian

[ ]  Other Mixed: ………………………………………………………………………………………………..

[ ]  White: British

[ ]  White: Irish

[ ]  White: Gypsy or Irish Traveller

[ ]  Other White: ………………………………………………………………………………………………..

[ ]  Any other ethnic group: …………………………………………………………………………………

[ ]  Prefer not to say

**Religion and Belief**

[ ]  Buddhist

[ ]  Christian

[ ]  Hindu

[ ]  Jewish

[ ]  Muslim

[ ]  Non-religious

[ ]  Sikh

[ ]  Prefer not to say

[ ]  Other religion or belief: …………………………………………………………………………………

**Caring Responsibilities**

Do you have any caring responsibilities? (please tick all that apply)

[ ]  None

[ ]  Primary carer of a child or children (under 18 years)

[ ]  Primary carer of a disabled child or children

[ ]  Primary carer or assistant for a disabled adult (18 years and over)

[ ]  Primary carer or assistant for an older person or people (65 years and over)

[ ]  Secondary carer (another person carries out main caring role)

[ ]  Prefer not to say