

**Equality and Diversity Monitoring Form**

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| ***SECTION 1*** |
| **Diversity monitoring form****Please send this along with your application form to recruitment@telfordcab.co.uk** |

|  |  |
| --- | --- |
| **Job title** |  |
| **Candidate ref. number (for office use only):** |  |

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| **Data Protection** All of the information provided during the process will only be used for the purpose of progressing a job application, or to fulfil legal, contractual or regulatory requirements. We will not share any of the information provided during the recruitment process with anyone outside of Citizens Advice Telford and the Wrekin (CATW). The information provided will be held securely by CATW whether the information is in electronic or physical format. We will use the contact details provided to us to progress applications. We will use the other information provided to assess suitability for the role applied for. We will use any diversity monitoring information you provide for the purpose of collating statistics, the information will be anonymised and any reference to you as an individual will be deleted upon completion of processing. For more information please request a copy of CATW’s Privacy Policy for job applicants or visit our website <https://www.citizensadvicetelfordandthewrekin.org.uk/get-involved/work-with-us>  We value diversity, promote equality, equity and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds.  Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification.Thank you for your co-operation.**Diversity Monitoring**The Citizens Advice service is committed to valuing diversity and promoting equity and equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information. All information will be treated confidentially and will be separated from your application form before making any selection decisions. If you prefer not to answer any of the questions please leave them blank.**This information will not affect your application.** |

**Age**

[ ]  <25 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65+

**Gender**

[ ]  Female

[ ]  Male

[ ]  I prefer to use another term (e.g. androgyne): ...............................................

**Ethnic origin**

How would you describe yourself?

Choose **one** section and tick the appropriate box within it.

**A** **White**

[ ]  British

[ ]  English

[ ]  Scottish

[ ]  Welsh

[ ]  Northern Irish

[ ]  Irish

[ ]  Gypsy or Irish Traveller

[ ]  Any other White background, please state……………………………..

**B Mixed Heritage**

[ ]  White and Black Caribbean

[ ]  White and Black African

[ ]  White and Asian

[ ]  Any other Mixed background, please state…………………………….

**C Asian or Asian British**

[ ]  Indian

[ ]  Pakistani

[ ]  Bangladeshi

[ ]  Any other Asian background, please state……………………………

A SUMMARY GUIDE 7

**D Black or Black British**

[ ]  Caribbean

[ ]  African

[ ]  Any other Black background, please state……………………………

**E Chinese or other ethnic group**

[ ]  Chinese

[ ]  Arab

[ ]  Any other, please state………………………………….

**Disability**

The Citizens Advice service believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

[ ]  Yes [ ]  No

**Sexual orientation**

What is your sexual orientation?

[ ]  Bisexual

[ ]  Gay man

[ ]  Gay woman / lesbian

[ ]  Heterosexual / straight

[ ]  I prefer to use another term (please state): ........................................

**Transgender**

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

Yes [ ]  No [ ]

**Religion or belief**

Which group below do you most identify with?

[ ]  No religion

[ ]  Christian (inc. Church of England, Catholic, Protestant & other denominations)

[ ]  Buddhist

[ ]  Hindu

[ ]  Jewish

[ ]  Muslim

[ ]  Sikh

[ ]  I prefer to use another definition (please state): .................................

From which website publication or other source did you **first** learn of the post?………..…………………………………………………………………………