**Wiltshire Centre for Independent Living**

**Equal Opportunities Monitoring Form**

This form must be completed and returned along with your application form. However, where you would prefer not to answer a particular question, you can tick the relevant box. The data collected in this form will be used only to enable Wiltshire CIL to review and report on the effectiveness of our equal opportunities policy.

The information provided on this form will be treated in the strictest confidence and help us develop an inclusive recruitment process.

**Introduction**

Wiltshire Centre for Independent Living (Wiltshire CIL) is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. We will seek to ensure that all job applicants and employees are treated fairly, with respect and without bias at all times.

**What happens to the information you provide on this form?**

This monitoring form will be separated from your application form when it arrives in Wiltshire CIL’s office, and the information you have provided will be extracted and placed into our confidential monitoring database. You are assured that the information you provide in this form will be handled anonymously and confidentially, and that it will not be passed onto anyone in such a way that it is associated with, or identifies, you or any other individuals.

All equal opportunities monitoring forms ask people to put themselves in categories. We recognise that not everyone will agree on which categories should be used in a form like this. It is also important that people are not compelled to disclose information which they would prefer to keep private. In creating this monitoring form, we have tried to take all of these issues into account as far as possible.

**Monitoring ethnicity**

The following sets out categories for monitoring ethnicity. We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your ethnicity.

**Monitoring Questions:**

How would you describe yourself?

Choose one section from A to E and then tick the appropriate box.

|  |  |
| --- | --- |
| **A** | **Asian or Asian British**  Bangladeshi  Indian  Pakistani  Any other Asian background, please write in box |
| **B** | **Black or Black British**  African  Caribbean  Any other Black background, please write in box |
| **C** | **Chinese or other ethnic group**  Chinese  Any other, please write in box |
| **D** | **Mixed Heritage**  White and Asian  White and Black African  White and Black Caribbean  Any other Mixed background, please write in box |
| **E** | **White**  British  English  Irish  Scottish  Welsh  Any other White background, please write in box |
| **F** | Prefer not to say |

**Disability Monitoring**

To make positive changes, Wiltshire CIL wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

What do we mean when we say disability?

* Do you have a physical or mental impairment?
* Is it long term
* Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

**Monitoring questions:**

|  |
| --- |
| Do you consider yourself to have a disability or a long-term health condition?  Yes  No  What is the effect or impact of your disability or health condition?  Prefer not to say |

Wiltshire CIL is committed to creating an environment where barriers are removed for disabled people.

Wiltshire CIL give a commitment that this information will remain confidential within HR.

**Gender Monitoring**

Concentrations of either men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring that all employees have access to the same opportunities and Wiltshire CIL is committed to work at achieving this.

**Monitoring question:**

|  |
| --- |
| Would you describe yourself as:  Male?  Female?  Prefer not to say |

**Sexual Orientation**

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bisexual staff within Wiltshire CIL.

Wiltshire CIL seeks to become an exemplar employer and make sure our processes and practices are fair to all staff.

Please help us and do this by completing the following questions around your sexual orientation.

**Monitoring question:**

|  |
| --- |
| **What is your sexual orientation?**  Bisexual  Gay man  Gay Woman/Lesbian  Hetrosexual/Straight Other  Prefer not to say |

Wiltshire CIL will only use this information for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you.

**Age monitoring**

We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. Greater experience does not always associate itself with greater ability and neither does older age and inability to learn new skills. By monitoring age we seek to uncover these and other assumptions in the way we work in Wiltshire CIL. To help us confirm your age, please state your date of birth.

**Monitoring question:**

|  |
| --- |
| **What is your Date of Birth? \_ \_ / \_ \_ / \_ \_ \_ \_** |

**Religion and belief**

Whether or not you have a religion and what you do or don’t believe in is likely to make a difference to you and how you perceive the world. These perceptions are carried across into our workplaces.

It is said by some that what you do or don’t believe is a private matter that should have no effect on your job. It is indeed a private matter but it would be disingenuous to say that it had no effect on your employment. For example, Wiltshire CIL running training events during periods of religious fasting for some colleagues may well place them at a disadvantage in these instances.

Wiltshire CIL is committed to ensuring fairness and equal access to all employees whatever their faith or beliefs.

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance, furthermore we acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended.

**Monitoring question:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick the box that best describes you:**   |  |  | | --- | --- | | Buddist | Muslim | | Christian | Sikh | | Hindu | Other Religion or Belief (please state) \_\_\_\_\_\_\_\_\_\_\_\_ | | Jew | No Religion | |  |  | | Prefer not to say |  | |