

## Citizens Advice Hampshire Equality & Diversity Monitoring Form

### CONFIDENTIAL APPLICATION FORM

#### **Diversity monitoring**

Please note this section will be detached before sending your application to the recruitment panel for shortlisting.

<b>Job title:</b>	
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The Citizens Advice service is committed to valuing diversity and promoting 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.

#### **General Data Protection Regulations (GDPR)**

Under data protection law we are allowed to ask for this information as its sole purpose is to allow us to monitor the diversity of our applicants. Citizens Advice Hampshire will keep the information secure and confidential and use it only for the purposes of recruitment and selection diversity monitoring. If you become an employee of Citizens Advice Hampshire the information will be retained for the purpose diversity monitoring only.

Thank you for your co-operation.

**The following information will not be seen by the recruitment panel and will not affect your application.**

## Age

Which age bracket do you fit into? Put a cross in the relevant box.

Under 25	
25 - 34	
35 - 44	
45 - 54	
55 - 64	
65 and over	

## Gender

What best describes your gender? Put a cross in the relevant box or write in a preferred term.

Female	
Male	
I prefer to use another term Please write in.....	

## Sexual orientation

What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

Heterosexual/Straight	
Gay Man	
Gay Woman/Lesbian	
Bisexual	
I prefer to use another term Please write in.....	

## Ethnic origin

How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

<b>A. White</b>	English/Welsh/Scottish/Northern Irish/British	
	Irish	

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	Gypsy or Irish Traveller	
	Any other White background Please write in.....	
<b>B. Mixed/multiple ethnic groups</b>	White & Black Caribbean	
	White & Black African	
	White & Asian	
	Any other Mixed/multiple ethnic background Please write in.....	
<b>C. Asian/Asian British</b>	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any other Asian Background Please write in.....	
<b>D. Black/African/ Caribbean / Black British</b>	African	
	Caribbean	
	Other Black/African/Caribbean background Please write in.....	
<b>E. Other ethnic group</b>	Arab	
	Any other ethnic group Please write in.....	

### Disability

A disabled person is defined under the Equality Act 2010 as someone with a *‘physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities.’*

Do you consider yourself to be disabled under the Equality Act 2010?

Yes	
No	

The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability

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which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.

**Religion or belief**

Which group below do you most identify with? Put a cross in the relevant box.

No religion	
Christian (including all denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion or belief Please write in.....	

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

Yes	
No	

**How did you hear about this opportunity?**

Please include details below:

**Thank you for taking the time to complete this form.**

**Please return this form to:- [admin1@citahants.org](mailto:admin1@citahants.org)**

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