**CONTROLLED SCHOOLS SUPPORT COUNCIL**

EQUAL OPPORTUNITIES MONITORING

QUESTIONNAIRE – JOB APPLICANTS and ASSOCIATES SELECT LIST

(**NOTE: FAILURE TO COMPLETE THIS SECTION OF ANY APPLICATION FORM WILL RESULT IN YOUR APPLICATION BEING REJECTED.**)

The Council is committed to equality of opportunity for all job applicants regardless of their sex, marital status, disability, race or perceived religious affiliation.

The Council selects those eligible and suitable for employment and advancement solely on the basis of merit and is monitoring its activities to ensure that its equal opportunities policy is implemented effectively.

The monitoring of activities compares the recruitment and job progression of job applicants on the basis of sex, marital status, disability, race or perceived religious affiliation. In determining perceived religious affiliation of job applicants the Controlled Schools Support Council has agreed that the most effective way of establishing this information is to ask job applicants to indicate the community to which they belong.

Please complete the following sections: tick boxes as appropriate.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. DATE OF BIRTH   Y  Y  D  D  M  M   1. SEX: | | | | | | | | | | |
|  | | | | | | | | | | |
| Male |  |  |  | Female |  |  |  | | | |
|  | | | | | | | | | | |
| 2. MARITAL STATUS: | | | | | | | | | | |
|  | | | | | | | | | | |
| Single |  |  |  | Married |  |  |  | Other |  |  |
|  | | | | | | | | | | |
| 3. DISABILITY: Have you any mental or physical disability as defined below? | | | | | | | | | | |
|  | | | | | | | | | | |
| Yes |  |  |  | No |  |  |  | | | |
|  | | | | | | | | | | |
| “A person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities” (Disability Discrimination Act 1995). | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. RACE: Ethnic Origin | | | | | | | | |
|  | | | | | | | | |
| White |  |  |  | | Pakistani/Bangladeshi | |  |  |
|  | | | | | | | | |
| Indian |  |  |  | | Afro-Caribbean | |  |  |
|  | | | | | | | | |
| Chinese |  |  |  | Member Of The Irish Travelling Community | | |  |  |
|  | | | | | | | | |
| Other |  |  |  | |  |

|  |  |  |
| --- | --- | --- |
| 5. COMMUNITY:  Please indicate the community to which you belong by ticking the appropriate box below | | |
|  | I am a member of the Protestant community |  |
|  |  |  |
|  | I am a member of the Roman Catholic community |  |
|  |  |  |
|  | I am a member of neither the Protestant nor the Roman Catholic community |  |

Access to the information on this questionnaire will be strictly controlled by the Council’s Personnel Section and will not be available to any other persons. Monitoring will be by use of statistical summaries of information in which the identity of individuals will not appear. The information will not be available for any other purpose other than equal opportunities monitoring.

If your application for employment is successful, the information will be transferred to the general monitoring system operated for the Council.

FAIR EMPLOYMENT ( NI ) ACT 1989

The above legislation which came into force on 1 January 1990 places a legal obligation on the Council to monitor the religious composition of Council officers. To enable the Council to meet this legal requirement you must provide the information requested under part 5 of the Questionnaire. Failure to do this will result in your application being rejected.

As an Equal Opportunity employer the Council is also monitoring Council officers in relation to sex, marital status, disability and race. The information required under these headings should be given under parts 1, 2, 3 and 4 of the Questionnaire.

To ensure the security and confidentiality of the information given by you on the Questionnaire it should be returned in the envelope provided at the same time as you submit your application form. The Questionnaire will be retained in confidence and your application form directed to the Selection Panel.

A copy of the Council’s Equal Opportunities Policy Statement is enclosed for your information.

ASSOC 12.16

Equal Opportunities Reference

**THIS FORM MUST BE RETURNED IN THE ENVELOPE PROVIDED**