

CITIZENS ADVICE

EQUAL OPPORTUNITIES IN EMPLOYMENT

Citizens Advice is committed to providing equal opportunity for all job applicants and selects those suitable for employment solely on the basis of merit.

To demonstrate our commitment to equality of opportunity in employment, ensure that the Association's equal opportunities policy is effectively implemented and to fulfil its legal obligations under the current employment legislation, Citizens Advice monitors the composition of job applicants. This monitoring is on the basis of a comparison of gender, marital status, family status, disability, age, race and perceived religious affiliation.

The aim of such monitoring is to allow the Association to identify if any of the stages in its recruitment procedure is operating to the detriment of applicants on the grounds of their gender, marital status, caring responsibilities, disability, age, race or religion. **We are therefore asking you to complete the equal opportunities questionnaire overleaf by ticking the appropriate boxes.**

Access to any information you supply will be strictly controlled and will be used only for statistical analysis in which the identities of individuals will not appear. **Please note that it is an offence to knowingly supply false information** to anyone seeking that information in order to make a monitoring return.

When you have completed the questionnaire you should detach it from the application form, put it in the envelope marked for the attention of the *Monitoring Officer* and seal it. The sealed envelope should then be returned **in the same envelope** as your application form. ***(For application forms downloaded from the internet, you will have to use your own envelope.)***

Thank you for your co-operation.

EQUAL OPPORTUNITIES QUESTIONNAIRE

CONFIDENTIAL

Ref No. CA/AM/17/5/3

1) Gender Male Female

2) Age 18 – 25 26 – 35 36 – 45
46 – 55 56 - 65 65 +

3) Marital Status Single Married
Widowed Divorced / Separated
Other

4) Religious Affiliation
I am a member of the Protestant community
I am a member of the Catholic community
I am a member of neither the Protestant nor the Catholic Community

5) Ethnic Origin White Irish Chinese Pakistani
Black-African White British Travellers
Bangladeshi Black-Caribbean White European
Indian Asian Other Black-Other
Other (Please specify)

6) Disability
The Disability Discrimination Act (NI) 1995 describes disability as "someone with a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities" (S1 and Sch1). It also covers people who have had a disability within the definition and since recovered.

Having read the above definition do you consider yourself to be or have been disabled?

Yes No

If 'yes' please indicate the nature of your disability.

Mobility Dexterity / Co-ordination
Vision Psychiatric / Mental
Hearing Learning Disability
Speech Other

Thank you for your co-operation.