##

## EQUAL OPPORTUNITIES MONITORING FORM – CONFIDENTIAL

Action Deaf Youth is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. To do this we ask applicants to supply information about their ethnic origin, gender, age and whether they have a disability. In addition, we are now asking for information about sexual orientation and religion or belief, this is to assess year on year our progress in welcoming people regardless of sexual orientation and religion or belief. The information is confidential and is not seen by the selection panel. It will also only be used to monitor our recruitment and selection process. Using this information we can work to ensure that no-one experiences unfair discrimination. Our ethnic categories reflect national census and categories. You are therefore asked to complete this section and tick the relevant boxes below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |       | **Name of Project/Dept/Shop**:  |       |
| **Post Applied For:**  |       | **Date of Birth:**  |       |

# Ethnicity

How would you describe your ethnic origin? (As defined in 2001 census)

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| **Asian, Asian British, Asian English, Asian Scottish, Asian Welsh** |
| [ ]  Bangladeshi | [ ]  Indian | [ ]  Pakistani | Any other Asian background (please specify)       |
| **Black, Black British, Black English, Black Scottish, Black Welsh** |
| [ ]  African | [ ]  Caribbean |  | Any other Black background (please specify)       |
| **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Ethnic group** |
| [ ]  Chinese |  |  | Any other Ethnic background (please specify)       |
| **Mixed** |
| [ ]  White & Asian | [ ]  White & Black African | [ ]  White & Black Caribbean | Any other mixed background (please specify)       |
| **White** |
| [ ]  British | [ ]  English | [ ]  Scottish |  |
| [ ]  Welsh | [ ]  Irish | [ ]  Irish Traveller | Any other white background (please specify)       |
| **Gender** | [ ] Female | [ ] Male | [ ] Trans (you are welcome to tick more than one box) |
| **Marital Status** | [ ] Divorced | [ ] In a Civil Partnership | **[ ]** Married |
| [ ] Separated | [ ] Single | [ ] Widowed | [ ] Other |
| **Religion or belief** | How would you describe your religion or belief? |
| [ ] Christian (including Church of England, catholic, Protestant & all other Christian denominations) |
| [ ] Buddhist | [ ] Hindu | [ ] Jewish | [ ] Muslim |
| [ ] Sikh | [ ] None | [ ] Prefer not to say | Any other religion or belief (please specify)       |
| **Sexual Orientation** | How would you describe your sexual orientation? |
| [ ] Bisexual | [ ] Gay woman/lesbian | [ ] Gay man/Homosexual | [ ] Heterosexual /Straight |
| [ ] Prefer not to say |  |  |  |
| **Other Information** | **Media:** Where did you see the advertisement for this post**?**       |

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| **For posts based in Northern Ireland only**To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background 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 Roman Catholic Community  |
| Note: It is a criminal offence under the legislation for a person to ‘give false information in connection with the preparation of the monitoring return’ |

**Criminal Records, Disqualification & declaration**

**Please refer to covering letter before completing section B, C or D below**

Section A – **All applicants**

Are you subject to any current outstanding disciplinary action or legal proceedings? [ ]  Yes [ ]  No

If yes, please give details

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Section B **– General posts**

**Criminal Convictions**

Have you ever been convicted of a criminal offence (‘unspent’ only)? [ ]  Yes [ ]  No

If yes please give us details of all offences, penalties and dates on the page marked Criminal Record/Disqualification/Other in this application form.

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Section C **– Posts working with children or vulnerable adults**

**Criminal Record**

Have you ever been convicted of a criminal offence or cautioned, reprimanded

or given a final warning by the police (‘spent’ or ‘unspent’)? [ ]  Yes [ ] No

If yes, please give details of all offences, penalties and dates on the page marked

Criminal Record/Disqualification/Other in this application form.

**Regulatory body sanctions**

Are you subject to any sanctions imposed by a regulatory body.

e.g. GSCC, NISCC, SCCC, CCW, GTC? [ ]  Yes [ ] No

If yes please give details on the page marked

Criminal Record/Disqualification/Other in this application form.

**Disqualification from working with children or vulnerable adults**

Are you disqualified from working with children or vulnerable adults? [ ]  Yes [ ] No

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Section D **- Enhanced Disclosure only**

Are you aware of any police enquiries undertaken following allegations made

against you that may have a bearing on your suitability for the post? [ ]  Yes [ ] No

If yes, please give details on the page marked Criminal Record/Disqualification/

Other in this application form.

**Declaration - To be completed by all applicants**

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes. I agree to Action Deaf Youth holding and processing this information.

Signed       Dated

**Criminal Records/Disqualification/Other**

**Details of** **Declaration of Criminal Convictions**

Please give details below:

Please return this form by post to:

Human Resources

Action Deaf Youth

385 Holywood Road

Belfast

BT4 2LS