

**COS EQUAL OPPORTUNITIES MONITORING FORM**

**Summary of Equal Opportunities Policy**

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| **COS for Autism Families Ltd, in respect of its role as an employer, will not discriminate against any person or group of people on the grounds of sex, marital status, race, disability, colour, religious belief and / or political opinion, nationality (including citizenship), ethnic or national origins, family circumstances, gender reassignment, sexual orientation or age.**  |

**Monitoring and Confidentiality**

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| **The questions overleaf will help us to monitor the effectiveness of our Equal Opportunities Policy. The information you supply on this form will be treated strictly confidential and will be used for statistical monitoring purposes only. The information will not be seen or used during the selection process. The form will be separated from your application form as soon as it is received, and securely stored. Only staff who conduct Equal Opportunities Monitoring will have access to completed Equal Opportunities Monitoring Forms and the information contained within.** |

**Data Protection Act 1988**

The information you supply is collected and processed in accordance with the Data Protection Act 1988. Completion of this form is voluntary. When you complete this form you should sign the declaration to indicate your explicit consent to the information you provide being processed as follows:

• The information is used to provide a statistical breakdown of the background and circumstances of job applicants, interviewees, and successful candidates.

• Completed forms are stored securely for 6 months and are destroyed after this time.

• If you are appointed to a post within COS for Autism Families Ltd, the data you provide will be held confidentially on a computerised database for the purposes of ongoing Equal Opportunities monitoring of the workforce.

• Only those people directly involved with Equal Opportunities Monitoring will have access to the information you provide on this form.

**Notes**

Ethnic Group

The same categories we use have been recommended by the Equality Commission and are the same categories used in the 2001 Census. This means that we can check whether the profile of our applicants is representative of the national profile.

Disability

The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment that has substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

**EQUAL OPPORTUNITIES MONITORING FORM**

1. Post Applied for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of Applicant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Gender: Male Female

4. Are you married or in a civil Partnership?

 Yes No

5. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

6. Do you consider yourself to have a disability? If Yes, please state below:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Nationality:

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8. Please indicate your race, colour or ethnic national origins

 Bangladeshi Black Other

 Pakistani Chinese

 Black African Indian

 White Irish Traveller

 Black Caribbean Any other (please state)

9. Regardless of whether they actually practice a particular religion, most

 people in Northern Ireland are perceived to be members of either the

 Protestant or Roman Catholic communities. 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