### **EQUAL OPPORTUNITIES MONITORING FORM**

**Confidential – For Monitoring Purposes Only**

Community Advice Causeway is committed to promoting equality of opportunity and fair treatment in employment. To help us ensure our recruitment process is fair and inclusive, we ask all applicants to complete this monitoring form. This information will be kept confidential and will not be used in the selection process.

Completion of this form is **voluntary**, but providing this information will help us ensure our commitment to equal opportunities.

### **1. Gender Identity**

☐ Male  
 ☐ Female  
 ☐ Non-binary  
 ☐ Prefer not to say  
 ☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **2. Age**

☐ Under 18  
 ☐ 18 – 24  
 ☐ 25 – 34  
 ☐ 35 – 44  
 ☐ 45 – 54  
 ☐ 55 – 64  
 ☐ 65+  
 ☐ Prefer not to say

### **3. Community Background**

Under the Fair Employment and Treatment (Northern Ireland) Order 1998, employers must monitor the community background of job applicants.

Do you consider yourself to be:  
 ☐ Protestant community  
 ☐ Roman Catholic community  
 ☐ Neither / Other community background  
 ☐ Prefer not to say

### **4. Ethnic Background**

Please tick the box that best describes your ethnic background.

**White:**  
 ☐ White – British  
 ☐ White – Irish  
 ☐ White – Northern Irish  
 ☐ White – Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed / Multiple Ethnic Background:**  
 ☐ White and Black Caribbean  
 ☐ White and Black African  
 ☐ White and Asian  
 ☐ Other mixed background (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian / Asian British:**  
 ☐ Indian  
 ☐ Pakistani  
 ☐ Bangladeshi  
 ☐ Chinese  
 ☐ Other Asian background (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black / Black British:**  
 ☐ Black Caribbean  
 ☐ Black African  
 ☐ Other Black background (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Ethnic Group:**  
 ☐ Arab  
 ☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 ☐ Prefer not to say

### **5. Disability**

The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability?  
 ☐ Yes  
 ☐ No  
 ☐ Prefer not to say

If yes, do you require any reasonable adjustments for the recruitment process?  
 ☐ Yes  
 ☐ No

If yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **6. Sexual Orientation**

☐ Heterosexual / Straight  
 ☐ Gay or Lesbian  
 ☐ Bisexual  
 ☐ Prefer not to say  
 ☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **7. Marital / Civil Partnership Status**

☐ Married  
 ☐ Single  
 ☐ In a civil partnership  
 ☐ Divorced / Separated  
 ☐ Widowed  
 ☐ Prefer not to say

### **8. Religion or Belief**

☐ No religion  
 ☐ Christian – Protestant  
 ☐ Christian – Catholic  
 ☐ Christian – Other denomination  
 ☐ Muslim  
 ☐ Hindu  
 ☐ Jewish  
 ☐ Sikh  
 ☐ Buddhist  
 ☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 ☐ Prefer not to say

### **9. Caring Responsibilities**

Do you have any caring responsibilities? (e.g., caring for children, elderly, or a person with disabilities)  
 ☐ Yes  
 ☐ No  
 ☐ Prefer not to say

### **10. Where did you hear about this job?**

☐ Job Centre  
 ☐ Newspaper  
 ☐ Online job board  
 ☐ Social media  
 ☐ Word of mouth  
 ☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Declaration**

I confirm that the information provided in this form is accurate and complete. I understand that this information is for monitoring purposes only and will not be used in the recruitment selection process.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Thank you for completing this form.**

This information will be kept confidential and used only for equal opportunities monitoring in line with the Fair Employment and Treatment (Northern Ireland) Order 1998.