

**Paid staff applications diversity monitoring information**

**Background**

Citizens Advice Southampton values diversity, promotes equality, and challenges discrimination. We welcome and encourage volunteer applications from people of all backgrounds, age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief,

Sexual orientation.

Monitoring recruitment and selection procedures is one way that helps us to ensure that there is no discrimination in our recruitment process. To do this we need to know about the diversity profile of people who apply for volunteer roles at Citizens Advice Southampton.

**Data protection overview**

**If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice Southampton.**

**The information you give us will be kept securely, won't be shared outside the service and is confidential.**

**It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly.**

**If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately - i.e. this form will not be used for other purposes.**

**If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us stop using the information you provide, please contact us.**

Note on accessibility: If you are using keyboard only and need to put a cross in the relevant box, you should be able to arrow across, and type in the box. If this is not possible put a cross next to the relevant box. If you need this form in another format please contact Citizens Advice Southampton.

**Diversity Monitoring Form**

**Age**

Which age bracket do you fit into? *Put a cross in the relevant box.*

|  |  |
| --- | --- |
| Under 25  |  |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54  |  |
| 55 - 64 |  |
| 65 and over |  |
| Prefer not to say |  |

**Gender**

Which term best describes your gender? *Put a cross in the relevant box or write in a preferred term.*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| I prefer to use another termPlease write in……………………………………... |  |
| Prefer not to say |  |

**Ethnic origin**

How would you describe yourself? *Choose* ***one*** *section (A to E) and put a cross in the relevant box within it.*

|  |  |  |
| --- | --- | --- |
| **A.  White** | English/Welsh/Scottish/Northern Irish/British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White backgroundPlease write in………………………………………. |  |
| **B.  Mixed/multiple ethnic groups** | White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other Mixed/multiple ethnic backgroundPlease write in………………………………………. |  |
| **C.  Asian/Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian BackgroundPlease write in………………………………………. |  |
| **D. Black/African/ Caribbean/Black British** | African |  |
| Caribbean |  |
| Other Black/African/Caribbean backgroundPlease write in………………………………………. |  |
| **E. Other ethnic group** | Arab |  |
| Any other ethnic groupPlease write in………………………………………. |  |
| **Prefer not to say** |  |  |

**Disability**

A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities**.’

Do you consider yourself to be disabled under the Equality Act 2010?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

*The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.*

**Religion or belief**

Which group below do you most identify with? *Put a cross in the relevant box.*

|  |  |
| --- | --- |
| No religion |  |
| Christian (including all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim  |  |
| Sikh |  |
| Any other religion or beliefPlease write in………………………………………. |  |
| Prefer not to say |  |

**How did you hear about this opportunity?**

Please include details below:

|  |
| --- |
|  |