| **Section 3: Equal opportunities monitoring form** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job applied for:** | | |  | | | | | |
| **Name of individual:** | | |  | | | | | |
| Citizens Advice Oxfordshire is committed to valuing diversity and promoting equality. We provide equal opportunities to any employee or job applicant and do not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. We encourage and welcome applications from suitably qualified candidates from all backgrounds. Monitoring recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people.  To assess how successful we are, we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment, as well as application stage.  All information is treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same whether or not they provide this information. Thank you for your assistance. | | | | | | | | |
| **1. Gender assigned at birth** | | | | | | | | |
| Male |  | Female | |  | Prefer not to say | | |  |
| **2. Which of the following best reflects how you would describe your gender identity?** | | | | | | | | |
| Male | | | |  | | | | |
| Female | | | |  | | | | |
| In another way | | | |  | | | | |
| If you would like to, please say how you describe your gender identity | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| Other | | | |  | | | | |
| **3. Does your gender identity align with the gender assigned to you at birth?** | | | | | | | | |
| Yes | | | |  | | | | |
| No | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| **4. Age** | | |  | | | | | |
| **5. Marital status** | | | | | | | | |
| Married or in a civil partnership | | | |  | | | | |
| Single | | | |  | | | | |
| Other | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| **6. What is your sexual orientation?** | | | | | | | | |
| Heterosexual/straight | | | |  | | | | |
| Gay/lesbian | | | |  | | | | |
| Bi/bisexual | | | |  | | | | |
| Other term | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| **7. Do you have any disabilities?** Delete as appropriate **YES / NO**  This information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager. | | | | | | | | |
| **8. Ethnic origin** (Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)  I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): | | | | | | | | |
| **A. White:** | | | | | | | | |
| British | | | |  | | | | |
| English | | | |  | | | | |
| Scottish | | | |  | | | | |
| Welsh | | | |  | | | | |
| Northern Irish | | | |  | | | | |
| Irish | | | |  | | | | |
| Gypsy or Irish Traveller | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| Other White background, please specify: | | | |  | | | | |
| **B. Mixed/Multiple ethnic groups:** | | | | | | | | |
| White and Black Caribbean | | | |  | | | | |
| White and Black African | | | |  | | | | |
| White and Asian | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| Other Mixed/Multiple ethnic background, please specify: | | | |  | | | | |
| **C. Asian, Asian British:** | | | | | | | | |
| Indian | | | |  | | | | |
| Pakistani | | | |  | | | | |
| Bangladeshi | | | |  | | | | |
| Chinese | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| Other Asian background, please specify: | | | | | | | | |
| **D. Black, African, Caribbean, Black British:** | | | | | | | | |
| African | | | |  | | | | |
| Caribbean | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| Other Black, African, Caribbean background, please specify: | | | |  | | | | |
| **E. Other ethnic group:** | | | | | | | | |
| Arab | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| Other ethnic group, please specify: | | | |  | | | | |
| **9. Religion or belief** | | | | | | | | |
| No religion or belief | | | |  | | | | |
| Buddhist | | | |  | | | | |
| Christian | | | |  | | | | |
| Hindu | | | |  | | | | |
| Jewish | | | |  | | | | |
| Muslim | | | |  | | | | |
| Sikh | | | |  | | | | |
| Prefer not to say | | | |  | | | | |
| Other, please specify: | | | | | | | | |
| **Where did you see this post advertised?** | | | | | | | | |
|  | | | | | | | | |
| **Data protection:** We treat personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within our organisation in accordance with our data protection policy. Information about how your data is used and the basis for processing is provided in our privacy notice for job applicants.    **Consent:**  I give my consent to Citizens Advice West Oxfordshire processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation.  I acknowledge that my application will be treated the same whether or not I complete this form.  I understand that I may withdraw my consent to the processing of this data at any time by notifying the Operations Manager or the Chief Officer who is the Data Controller. | | | | | | | | |
| **Applicant's signature:** | | |  | | | **Date:** |  | |