APPENDIX 2D Continued – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing and insert details for individual applicant in areas highlighted in grey)*

**Employee / Applicant Monitoring Questionnaire**

**Please complete and return in separate envelope marked Monitoring Questionnaire**

**MONITORING QUESTIONNAIRE Private & Confidential**

**Ref No: \_\_\_\_\_\_\_\_\_\_**

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

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. You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman 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**

**Please indicate whether you are: Female Male**

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Section 1 of the **Disability Discrimination Act** describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.

**Using this definition, would you consider yourself to be disabled? Yes No**

*(please tick as appropriate)*

*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”.***