

# Monitoring Form Guidance notes

We are an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious or similar philosophical belief; political opinion; gender; race; age; sexual orientation or whether they are married or are in a civil partnership or whether they are disabled or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions are made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons.

Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.

Secondly, we also monitor the community background and gender of our job applicants and employees in order to comply with our duties under the *Fair Employment & 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.

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

**Reference Number:**       \_\_\_\_\_\_\_\_\_\_\_\_

**COMMUNITY BACKGROUND:**

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:

I am not a member of either the Protestant or the Roman Catholic communities:

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form / CV.*

**GENDER:**

Please indicate your gender by ticking the appropriate box below:

Male

Female

*Note: If you answer these questions about community background and gender you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.*

**AGE: Please state you date of birth:**

Date of Birth: \_\_\_\_\_\_\_\_\_01/24/1998\_\_\_\_\_\_\_\_\_

**RACIAL GROUP: Please state your nationality:**

My Nationality is: \_\_\_\_\_\_\_\_\_\_\_\_\_Pakistani\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your race or colour or ethnic or national origins:

White  Chinese  Irish Traveller

Indian  Pakistani  Bangladeshi

Black Caribbean  Black African  Black Other

Mixed ethnic group (please state which): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other ethnic group (please state which): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISABILITY:**

Under the *Disability Discrimination Act 1995* a person is deemed to be a disabled person if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Please note that it is the effect of the impairment without treatment which determines whether an individual meets this definition.

**Do you consider that you are a disabled person?**

Yes:  No:

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment,** such as difficulty using

Your arms, or mobility issues requiring you to use

A wheelchair or crutches:

**Sensory impairment,** such as being blind or

Having a serious visual impairment, or being deaf

Or having a serious hearing impairment:

**Mental health condition,** such as depression

Or schizophrenia:

**Learning disability or difficulty,** such as

Down’s syndrome or dyslexia, or **Cognitive impairment,**

Such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition,**

Such as cancer, HIV infection, diabetes, epilepsy or

Chronic heart disease:

Other (please specify):

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