



Diversity Monitoring Form

Please note this form will be separated from your application form before sending your application to the recruitment panel for shortlisting.

The Citizens Advice service is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the information requested in the form below

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.

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.

Thank you for your co-operation.

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 email us at recruitment@casws.org.uk

Which role are you applying for:
Age Which age bracket do you fit into? Put a cross in the relevant box. <input type="checkbox"/> <25 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65+
Gender What best describes your gender? Put a cross in the relevant box or write in a preferred term. <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I prefer to use another term
Sexual orientation What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

- Heterosexual/Straight
 Gay Man
 Gay Woman/Lesbian
 Bi-sexual
 I prefer to use another term

Ethnic Origin

How would you describe yourself? Put a cross in the relevant box.

- | White: | Mixed/multiple ethnic groups: | Asian/Asian British: | Black/African/Caribbean/Black British: | Other ethnic group |
|---|--|---|--|--|
| <input type="checkbox"/> English/Welsh/Scottish/Northern | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Indian
<input type="checkbox"/> Pakistani | <input type="checkbox"/> African
<input type="checkbox"/> Caribbean | <input type="checkbox"/> Arab
<input type="checkbox"/> Any other ethnic group |
| Irish/British
<input type="checkbox"/> Irish
<input type="checkbox"/> Gypsy or Irish traveller
<input type="checkbox"/> Any other White background:
..... | <input type="checkbox"/> White & Black African
<input type="checkbox"/> White & Asian
<input type="checkbox"/> Any other
Mixed/multiple ethnic background:
..... | <input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese
<input type="checkbox"/> Any other Asian background:
..... | <input type="checkbox"/> Any other Black/African/Caribbean background
..... | |

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? Put a cross in the relevant box.

- Yes No

Note: 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.

Gender Identity

Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

- Yes No

Religion or Belief

Which group 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 belief (please write in)

How did you hear about this opportunity?

Please give details below