**Grampian Women’s Aid Equal Opportunities Monitoring Form**

Grampian Women’s Aid aims to be recognised as an equal opportunities organisation, which sets exemplary standards in recruitment and selection. We intend to ensure that equal opportunity employment becomes a reality in practice and not simply a paper commitment.

To achieve the above aim, and check the effectiveness of our Equal Opportunities Policy, we monitor a range of areas where people may experience discrimination.

**Why we need your help**

We can only accurately assess the effectiveness of our Equal Opportunities Policies and Procedures if you are happy to share the information we are requesting. You do not have to complete every section, but the more information we have, the more reliable our statistics will be.

The information which you provide will help us to monitor:

• Whether applications are being received from a broad cross-section of people.

• Whether people appointed represent a cross-section of those who apply and are suitably qualified.

• Whether our recruitment, selection procedures and working practices are fair.

• Whether our policies meet the diverse needs of our employees and volunteers.

**What will happen to my form?**

The monitoring form will not be used in any part of the selection procedure and will not be seen by any member in the recruitment group. We ask you to return the completed form in the sealed envelope provided so that it will be separate from your application form.

**What happens to the information?**

The information you provide will help us to monitor and review our recruitment and selection procedure. Details of individuals will not be identifiable from any statistical information we produce.

**What if I have any questions?**

Please do not hesitate to contact Grampian Women’s Aid using the contact information provided in your application pack.

Please complete all three sides of this form, it will only take a few minutes, then seal it in an envelope marked “Equal Opportunities Monitoring Form” and return it with your application form.

*Please note that by returning this monitoring form you are consenting for these details to be held on computer.*

**Details of the position you are applying for**:

Post Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you applying for:** (Volunteers need not complete this question)

Full time Part time Job share

**Is the post:**

Permanent Temporary

**What age are you?**

18-24 25-34 35-44 45-54 55-64 65+

The Equality Act 2010 defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

**Do you consider that you have a disability?** Yes No If answered yes, please state the nature of the disability:

**Please circle the one of the below that best describes your sexual orientation**

 HETEROSEXUAL BISEXUAL LESBIAN OTHER

Ethnic origin is about colour and broad ethnic and cultural group. Different groups may face different experiences of discrimination. The categories closely match those used in the 2001 census for Scotland.

**Choose one section from A to F** – then tick the appropriate box to indicate your cultural background.

A White

0 Scottish

0 English

0 Welsh

0 Irish

0 Any Other White Background. Please specify:

B Black – Black Scottish, Black English, Black Welsh, or other Black British

0 Caribbean

0 African

0 Any Other Black Background. Please specify:

C Asian – Asian Scottish, Asian English, Asian Welsh, or other Asian British

0 Indian

0 Pakistani

0 Bangladeshi

0 Any Other Asian Background. Please specify:

D Chinese – Chinese Scottish, Chinese English, Chinese Welsh or other Chinese British

0 Chinese

0 Any Other Chinese Background. Please specify:

E Mixed

0 White and Black Caribbean

0 White and Black African

0 White and Asian

0 Any Other Mixed Background. Please specify:

F Other ethnic background

0 Gypsy Traveller

0 Any Other Background. Please specify:

**Please state where you saw this vacancy advertised:**

Website Social Media Jobcentre Plus Big Issue (TBI Jobs) Other

Thank you for your help.

Updated May 2017

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**Criminal Convictions Declaration Form**

The Rehabilitation of Offenders Act 1974 makes it unlawful for us to take account of offences which are spent. A spent conviction is one for which you are considered to be rehabilitated. The conviction becomes spent after a certain period of time (see over).

We ask you to tell us about unspent convictions, current charges or whether you are under investigation for a criminal offence on this form but the information you give us will only be taken account of if we consider it to be relevant to the job.

You should complete this form and sign it; place and seal in the envelope provided; and return to us along with your application form. (Please sign and write NO CONVICTIONS in the box if you have no convictions to declare).

The envelope will only be opened, and the information considered if you are selected for the job. If you do have convictions which we consider would disqualify you from being appointed to the job, we will tell you that this is the case.

If you are not selected for the job the envelope will be shredded unopened.

Please give details of unspent criminal convictions or charges pending below.

Membership of Protection of Vulnerable Groups (PVG) scheme is a requirement for this post.

I confirm that the information given above is accurate. I understand that providing inaccurate or misleading information could result in my dismissal or disciplinary action being taken against me if I am appointed.

Name -----------------------------------------------------------------------------------------------------

Signature -----------------------------------------------------------------Date -------------------------