**Equality and Diversity monitoring form**

The Cumbria Youth Alliance (CYA) is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital status, religion or belief, sexual orientation, disability or age. This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. We ask some questions regarding disability which may also assist us in determining whether any reasonable adjustments are necessary to facilitate your interview. (This form will be separated from your application on receipt, but if you are subsequently employed by CYA then we may retain it on your personnel file.) We would be grateful if you would fill in this form and return it with your application. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

***By completing this form, you give consent for your data to be used for equality and diversity monitoring*** and, for the purposes of compliance with the Data Protection Act 1998, you give your consent to CYA to process the data supplied below in connection with monitoring compliance with its equality and diversity obligations and policy. You also agree to the storage of this information on manual and computerised files.

***Giving your name is optional***

1. **Please state which job you have applied for and the date of your application**

Job applied for

Date of application

1. **What is your gender (please tick)?** Male [ ] Female [ ] Other [ ] Prefer not to say [ ]
2. **How would you describe your nationality and/or ethnicity (please tick)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** **White:**  |  | **B** **Black:**  |  | **C** **Chinese or other ethnic group:**  |  |
| British — English, Scottish or Welsh | [ ] | Caribbean | [ ] | Chinese | [ ] |
| Irish | [ ] | African | [ ] | Any other ethnic group | [ ] |
| Any other white background  | [ ] | Black British | [ ] |  |  |
| **D** **Mixed race:**  |  | Any other Black background | [ ] |  |  |
| White and Black British | [ ] | **E** **Asian or Asian British:**  |  |  |  |
| White and Black Caribbean | [ ] | Indian | [ ] |  |  |
| White and Black African | [ ] | Pakistani | [ ] |  |  |
| White and Asian | [ ] | Bangladeshi | [ ] |  |  |
| Any other mixed background | [ ] | Any other mixed background | [ ] |  |  |

1. **Is your age between (please tick):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16–24 | [ ] | 25–29 | [ ] | 30–39 | [ ] |
| 40–49 | [ ] | 50–59 | [ ] | 60 or over | [ ] |

1. **How would you describe your sexual orientation (please tick)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual | [ ] | Bisexual | [ ] | Lesbian | [ ] |
| Gay | [ ] | Other | [ ] | Prefer not to say | [ ] |

1. **How would you describe your religion?**

|  |
| --- |
| My religion is:.......................................................................................................... |
| I am not religious | [ ] | Prefer not to say | [ ] |

1. **Do you consider yourself to have a disability under the DDA (please tick)? (**The Disability Discrimination Act 1995 (**DDA**) defines a 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". An effect is long-term if it has lasted, or is likely to last, over 12 months.)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ] | No | [ ] |
| Used to have a disability but have now recovered | [ ] | Don't know | [ ] |
| Prefer not to say | [ ] |  |

1. **If you answered "Yes" to question 7**, please give brief details of your condition and please indicate whether you may require any adjustments to enable you to attend and participate in an interview or to carry out any selection tests. Disabled applicants are invited to contact the personnel office in confidence at any point during the recruitment process to discuss steps that could be taken to facilitate attendance and participation at an interview or in order to overcome any operational difficulties presented by the job.

|  |
| --- |
| Brief details of condition (including whether mental or physical):   |
| Adjustments required for interview (including, for example, induction loop/radio aid/speech—to—text reporter/BSL interpreter/other)  |
| Adjustments required for job:   |

1. **Please give details of any other special requirements we may need to be aware of in order to facilitate your attendance at an interview.**

|  |
| --- |
|  |

1. **Where did you hear about this job (please tick)?**

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper (please specify which one)……………………………………………......................... | [ ] | Friend/Colleague | [ ] |
| Other (please give details)… …………………………………...…….......……. | [ ] | CYA website | [ ] |