



**CONFIDENTIAL APPLICATION FORM**

**Diversity monitoring**

Please note this section will be detached before sending your application to the recruitment panel for shortlisting.

<b>Job title:</b>	
<b>Candidate ref. number (for office use only):</b>	

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 Rotherham & District

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 to stop using the information you provide, please contact us.

Thank you for your co-operation.

**The following information will not be seen by the recruitment panel and will not affect your application.**

## Age

Which age bracket do you fit into? Put a cross in the relevant box.

Under 25	
25 - 34	
35 - 44	
45 - 54	
55 - 64	
65 and over	

## Gender

What best describes your gender? Put a cross in the relevant box or write in a preferred term.

Female	
Male	
I prefer to use another term Please write in.....	

## 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	
Bisexual	
I prefer to use another term Please write in.....	

## Ethnic origin

How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

<b>A. White</b>	English/Welsh/Scottish/Northern Irish/British	
	Irish	
	Gypsy or Irish Traveller	
	Any other White background Please write in.....	
<b>B. Mixed/multiple ethnic groups</b>	White & Black Caribbean	
	White & Black African	
	White & Asian	
	Any other Mixed/multiple ethnic background Please write in.....	
<b>C. Asian/Asian British</b>	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any other Asian Background Please write in.....	
<b>D. Black/African/ Caribbean/Black British</b>	African	
	Caribbean	
	Other Black/African/Caribbean background Please write in.....	
<b>E. Other ethnic group</b>	Arab	
	Any other ethnic group Please write in.....	

## 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?

Yes	
No	

*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 below 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 include details below:

