

## soundLINCS EQUALITY & DIVERSITY MONITORING FORM



soundLINCS is committed to equality of opportunity in its recruitment and selection process to help achieve and maintain a diverse workforce. The criteria used for selecting the right candidate are based solely on merit and ability to do the job.

The Equality & Human Rights Commission recommend that employers collect and monitor information to ensure that their recruitment practices are fair and open to all sections of the community. To help soundLINCS to monitor the effectiveness of its Diversity Policy in this area, please take a few moments to complete this section of the form.

To ensure confidentiality, please return the form in the attached envelope that is marked for the attention of a member of **soundLINCS** who is not involved in the selection process for this post.

Please be assured that the information provided will not be used as part of the selection process in any way. The information will be treated in confidence and will only be used for monitoring purposes.

Job title applied for: .....

Your age:     16-24     25-34     35-44     45-54     55-64     65+

Are you:    Male                         Female  

What is your nationality? .....

How would you describe your ethnic origin?

- |   |  |
|---|--|
| <input type="checkbox"/> White – British                      | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> White - Irish                        | <input type="checkbox"/> Mixed – White and Black African   |
| <input type="checkbox"/> White – European                     | <input type="checkbox"/> Mixed – White and Asian           |
| <input type="checkbox"/> Other White background               | <input type="checkbox"/> Other Mixed background            |
| <input type="checkbox"/> Black or Black British - Caribbean   | <input type="checkbox"/> Other Ethnic background           |
| <input type="checkbox"/> Black or Black British - African     | <input type="checkbox"/> Information refused               |
| <input type="checkbox"/> Other Black background               |  |
| <input type="checkbox"/> Asian or Asian British - Indian      |  |
| <input type="checkbox"/> Asian or Asian British - Pakistani   |  |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi |  |
| <input type="checkbox"/> Chinese                              |  |
| <input type="checkbox"/> Other Asian background               |  |

The descriptions listed above are those used in the 2001 Census of Population and allow comparison of statistics to be produced. This question is not concerned with your nationality, place of birth or citizenship but aims to establish the broad ethnic groups of people responding to our job advertisements.

The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

Yes                         No  

If you have answered yes, please indicate the type of impairment which applies to you (by ticking next to it below).

People may experience more than one type of impairment, in which case tick all the types that apply. If your disability does not fit any of these types, please mark Other.

Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches	
Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment.	
Mental health condition, such as depression or schizophrenia.	
Learning disability, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury).	
Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.	
Other, such as disfigurement (specify below if you wish).	

### Religion or belief

Which group below do you most identify with?

No religion	Christian	Jewish	Baha'l	Sikh
Hindu	Muslim	Buddhist	Jain	
Any other religion or belief (specify if you wish)				

### Sexual orientation

How would you describe your sexual orientation?

Bisexual	Gay man	Gay woman/lesbian	Heterosexual/straight
Other (specify below if you wish)			

Do you identify as transgender?

For the purpose of this question "transgender" is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.

Male	Female	Prefer not to say
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Would you describe yourself as:

Unemployed	Employed/self-employed	Student
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What is the first half of your postcode? .....

(This enables us to monitor the geographical distribution of applicants)

Do you have family or personal responsibilities (eg as a carer for a person with disabilities) that affects the range of posts you can apply for? Yes  No

How did you find out about this job? (Please tick one of the following)

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <input type="checkbox"/> Job Shop Circular    | Local Publication        | <input type="checkbox"/> |
| <input type="checkbox"/> Job Centre           | Internet                 | <input type="checkbox"/> |
| <input type="checkbox"/> National Publication | Other - (please specify) | <input type="checkbox"/> |

**Thank you for assisting soundLINCS to monitor the effectiveness of its Equal Opportunities and Diversity Policy.**