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**CONFIDENTIAL APPLICATION FORM. SECTION 3**Diversity monitoring

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

|  |  |
| --- | --- |
| **Post applied for** |  |
| **Candidate ref. number**  **(for office use only):** |  |

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 Mid Mercia.

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.**

**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…………………… |  |
| Prefer not to say |  |

**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 |  |
| Prefer not to say |  |

**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………………………… |  |
| Prefer not to say |  |

**Ethnic Origin**

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

|  |  |  |
| --- | --- | --- |
| **A. White** | English/Welsh/Scottish/Northern Irish/British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background  Please write in……………………… |  |
| **B. Mixed/multiple ethnic groups** | White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other Mixed/multiple ethnic backgrounds  Please write in……………………… |  |
| **C. Asian/Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian Background  Please write in………………………… |  |
| **D. Black/African/ Caribbean/Black British** | African |  |
| Caribbean |  |
| Other Black/African/Caribbean backgrounds  Please write in…………………………… |  |
| **E. Other ethnic groups** | Arab |  |
| Any other ethnic group  Please write in……………………………… |  |
| **Prefer not to say** |  |  |

**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 |  |
| Prefer not to say |  |

*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**

Do you identify as \*Trans?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

\*Trans is an umbrella term to describe people whose identity is not the same as the sex they were assigned at birth. People under the trans umbrella may describe themselves using one or more of a wide variety of terms – including transgender.

**Religion or belief?**

Which group below do you most identify with? Put a cross in the relevant box.

|  |  |  |  |
| --- | --- | --- | --- |
| No religion |  | Jewish |  |
| Christian (including all denominations) |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Hindu |  |  |  |
| Any other religion or belief. Please write in……… | | |  |
| Prefer not to say | | |  |

**Please return this form to staff@citizensadvicemidmercia.org.uk**