**Confidential Reference no:\_\_\_\_\_\_\_\_\_\_**

**Monitoring Questionnaire**

**Guidance Notes:**

Centre for Independent Living NI is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; disability; age; sexual orientation or marital status. In accordance with CILNI’s equal opportunities policy, new employees are selected on job-related criteria only. We aim to select the best person for the job and all recruitment decisions will be made objectively.

To demonstrate our commitment to equality of opportunity in employment, ensure that our equal opportunities policy is effectively implemented and to fulfil our legal obligations under the current employment legislation, CILNI monitors the composition of job applicants. We are therefore asking you to complete the equal opportunities questionnaire overleaf by ticking the appropriate boxes. You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

When you have completed the questionnaire you should detach it from the application form, put it in the envelope marked for the attention of the *Monitoring Officer* and seal it. The sealed envelope should then be returned in the same envelope as your application form. (*For application forms downloaded from the internet, you will have to use your own envelope.*)

Thank you for your co-operation.



**Confidential Reference no:\_\_\_\_\_\_\_\_\_\_**

**Equal Opportunities Monitoring Form**

**Statutory Monitoring:**

Since 1990, under Fair Employment Legislation, specified public authorities and registered employers have a legal duty to monitor the community composition and sex composition of their workforces.

**Community Background**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. Please indicate the community to which you belong or are perceived to belong to, by ticking below:

|  |  |
| --- | --- |
| **I am a member of the Protestant Community** |  |
| **I am a member of the Roman Catholic Community** |  |
| **I am a member of neither the Protestant or the Roman Catholic Community** |  |

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

**Gender**

|  |  |
| --- | --- |
| Male |  |
| Female |  |

**Marital Status**

|  |  |
| --- | --- |
| Married |  |
| Single |  |
| In a civil partnership |  |
| Other |  |

**Age Band**

|  |  |
| --- | --- |
| **16-21** |  |
| **22-30** |  |
| **31-40** |  |
| **41-50** |  |
| **51-60** |  |
| **61-65** |  |
| **65+** |  |

**Disability:**

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability.

Do you consider that you meet this definition of disability?

Yes  No 

**Ethnic Group:**

Please indicate which Ethnic Group you belong to:

Bangladeshi  Pakistani 

Black African  White 

Black Caribbean  Irish Traveller 

Black Other  Any other ethnic group: 

Chinese 

Indian 