 23 Bridge Street

Lisburn

County Antrim

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CHARITY NO: NIC101239

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***"Addressing alcohol and drug related issues: reducing harm and supporting positive change"***

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| **EQUAL OPPORTUNITY MONITORING FORM** |

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| **Post: Belfast Front of House/Operational Admin** | **Applicant Ref: FOHADMIN-05/25** |
| **Closing Date: Friday 16th May 2025 5 PM** | |

**STRICTLY CONFIDENTIAL**

ASCERT is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons. Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies. Secondly, we also monitor the community background and sex of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

**You are not obliged to answer the questions on the Equal Opportunities section of 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, only the HR administration team will see this information, the interview panel will not have access to your equal opportunities monitoring form. The equal opportunities form will also be immediately detached from any other information collected and held in the strictest confidence.

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| **1: PERSONAL DETAILS**  **GENDER:** ☐ Male ☐ Female |
| **2: RELIGIOUS AFFILIATION/COMMUNITY BACKGROUND**  Please indicate your perceived religious affiliation/community background by ticking one of the boxes below:  □ Protestant □ Roman Catholic □ Neither  *If you do not answer the above question, or if you tick the “not a member of either” box, 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.* |
| **NOTE: If you answer the above questions about Community Background and Sex, you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.** |
| **5: DISABILITY**  *The Disability Discrimination Act 1995 defines a person as having a disability if he or she has, or has had a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.*  (i) Do you have a Disability? YES ☐ NO ☐  (ii) If yes, please indicate the type of impairment which applies to you by ticking the appropriate box(es). You may indicate more than one impairment. If none of the categories apply, please mark other and specify the type of impairment.  ☐ 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/difficulty, (such as Down’s syndrome or dyslexia) or cognitive impairment (such as autistic spectrum disorder)  ☐ Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, epilepsy  ☐ Other (please specify):  (iii) If you have a disability, are there any practical steps which ASCERT might consider taking which would assist you in carrying out the duties of this post? (Continue on a separate sheet if necessary)   |  |  | | --- | --- | | 1. Selection Process |  | | 1. Duties |  | |
| **6: ETHNIC GROUP**  *Race discrimination law outlaws discrimination (including harassment) in recruitment and employment on grounds of colour, race, nationality and ethnic or national origins.*  Please indicate the ethnic group you consider you belong to:  ☐ White ☐ Black African ☐ Mixed Ethnic Group ☐ Chinese  ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Irish Traveller  ☐ Black Caribbean ☐ Mixed Ethnic Group / Other Ethnic Group- please detail:   |  | | --- | |  | |
| |  |  | | --- | --- | | Please indicate your nationality: |  |   **7: NATIONALITY** |

**GENERAL INFORMATION**

Can you state below how you became aware of this vacancy?

ASCERT website  Facebook  Linkedin  Community NI

NIJobfinder  Indeed  Charity Job  Other…………………………..