ABWA aims to be recognised an equal opportunities organisation, which sets exemplary standards in recruitment and selection. We intend to insure equal opportunity employment becomes a reality in practice and not simply a paper commitment.

To achieve the above aim, and check the effectiveness of our Equal Opportunities Policy, we monitor a range of areas where people may experience discrimination.

**Why we need your help**

We can only accurately assess the effectiveness of our equal opportunities policies and procedures if you let us have the information we are requesting. You do not have to complete every section, but the more information we have, the more reliable our statistics will be.

The information which you provide will help us to monitor:

* Whether applications are being received from a broad cross-section of people.
* Whether people appointed represent a cross-section of those who apply and are suitably qualified.
* Whether our recruitment, selection procedures and working practices, are fair.
* Whether our policies meet the diverse needs of our employees and volunteers.

**What will happen to my form?**

The monitoring form will not be used in any part of the selection procedure and will not be seen by any member in the recruitment group. We ask you to return the completed form in the sealed envelope provided so that it will be separate from your application form.

**What happens to the information?**

The information you provide will help us to monitor and review our recruitment and selection procedure. Details of individuals will **not** be identifiable from any statistical information we produce.

**What if I have any questions?**

Please do not hesitate to contact Fife Women’s Aid using the contact information provided in your application pack.

Please complete all three sides of this form, it will only take a few minutes, then seal it in the envelope marked “Equal Opportunities Monitoring Form” and return it with your application form.

**Please note that by returning this monitoring form you are consenting for these details to be held on computer.**

Post Title: Admin/Intake Worker

|  |  |
| --- | --- |
| Are you applying for: | Full-time Part-time Job Share |
| Is this post: | Permanent Temporary |
| What age are you: | 18-24 25-34 35-44 45-54 55-64 65+ |

***The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.***

|  |  |
| --- | --- |
| Do you consider that you have a disability? |  Yes No  |
| If answered Yes, please state nature of disability:  |  |
| Please circle the one of the below that best describes your sexual orientation HETEROSEXUAL BISEXUAL LESBIAN OTHER |

Ethnic origin is about colour and broad ethnic and cultural group. Different groups may face different experiences of discrimination. The categories closely match those used in the 2001 census for Scotland.

Choose **one** section from A to F – then tick the appropriate box to indicate your cultural background:-

**A White**

 Scottish

 English

 Welsh

 Irish

 Any other white background (*please specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B Black – Black Scottish, Black English, Black Welsh, or other Black British**

 Caribbean

 African

 Any other Black background *(please specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C Asian – Asian Scottish, Asian English, Asian Welsh, or other Asian British**

 Indian

 Pakistani

 Bangladeshi

 Any other Asian background (*please specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D Chinese – Chinese Scottish, Chinese English, Chinese Welsh, or other Chinese British**

 Chinese

 Any other Chinese background (*please specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E Mixed**

 White and Black Caribbean

 White and Black African

 White and Asian

 Any other mixed background (*please specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F Other ethnic background**

 Gypsy traveller

 Any other background (please specify): ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G Please state where you saw this vacancy advertised:**

 Jobcentre Plus Good Moves

 Website Local paper

 Facebook Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your help.**