

EQUAL OPPORTUNITIES MONITORING FORM

CIPFA provides equal opportunities to all employees and job applicants and does not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

All information provided will be treated in confidence and will be used solely by the Human Resources department for the purposes of equal opportunities monitoring. This ensures compliance in regard to our Equal Opportunities statement. The monitoring form does not form part of your application and will not form part of the short listing process. It will be detached on receipt and stored separately.

Please complete and return this form along with your application to the Human Resources Department, 3 Robert Street, London, WC2N 6RL.

Thank you for your assistance in completing this form.

Position Applied for.....

Date of Application.....

Where did you see the advertisement?.....

Please tick the appropriate box.

Gender: Male
 Female
 Prefer not to say

Age: Date of Birth

Age Band: Under 18
 18 – 29
 30 –39
 40 – 49
 50 – 59
 60 – 65
 Over 65

Do you have a disability? Yes
 No

Please note that under the Disability Discrimination Act 1995 (amended 2005) a disability is defined as “a mental or physical impairment which has a substantial and long term (*12 months and over*) adverse effect upon your ability to carry out normal day to day activities.”

Please tick the box(s) that best describes your disability.

- Dyslexia
- Hearing impediment/deaf
- Wheelchair user
- Other mobility difficulty
- Mental Health condition
- Sight impairment/blind

Other disability

Which category best describes the ethnic group to which you belong: (2001 Consensus categories)

- White British
- White English
- White Scottish
- White Irish
- White and Black Caribbean
- White and Black African
- White and Asian
- Other White background (please specify)

- Black or Black British African
- Black or Black British Caribbean
- Any Other Black Background (please specify)
- Asian or Asian British Pakistani
- Asian or British Indian
- Asian or Asian British Bangladeshi
- Any other Asian background
- Chinese
- Any other mixed background
- Any other ethnic group

To which religion/ belief group do you belong?

- Christian
- Catholic
- Islam (Muslim)
- Sikhism
- Judaism
- Hindu
- Buddhist
- Rastafarian
- None
- Other religion (please specify)
- Prefer not to say

If you are applying for a position in Northern Ireland, please answer the question below:

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background and other information of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

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 nor Roman Catholic Community

If you do not complete this questionnaire, we are encouraged to use the 'residuary' method, which means that we can make a determination with reference to your community on the basis of personal information on file/application form.

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to CIPFA to process the data supplied on this form for the purpose of equal opportunities monitoring.