

GOVERNANCE AND FINANCE OFFICER DIVERSITY MONITORING INFORMATION

November 2023

Ref No:

We value diversity and are committed to promoting equality in all that we do. We want to know that our job opportunities are attractive to the widest range of people and we want to make sure that our recruitment processes are fair. One of the ways we can check this is to monitor who applies to work with us. We use the personal data you provide to assess whether there appear to be barriers in our recruitment process for people from particular groups. To help us do this, we would be very grateful if you could complete as much of this form as possible.

The information you provide forms no part of the selection process and the selection panel won't see any of the information until after a final decision and job offer has been made. If you require particular adjustments to be made to participate in our recruitment exercises you will have an opportunity to tell us about this in your application.

Please complete this form electronically or, if hand-written, please ensure that it is legible. Your form will be downloaded or scanned and filed electronically. All monitoring forms are deleted/destroyed after six months.

Your information will be stored and accessed in accordance with the requirements of the Data Protection Act 2018.

Please return your monitoring information form along with your application.

For each question on this form, you should only select one box (except for question 4 which requires you to select any that apply to you)

Question 1 – What best describes your gender?

- ☐ Male
- ☐ Female
- ☐ Prefer to self-describe:
- ☐ Prefer not to say

If you are going through gender-reassignment please select the gender you identify as.

Question 2 – Is your gender identity the same as the sex you were assigned at birth?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Question 2 – What is your year of birth? (Please enter in the following format e.g. 1968)

Please write in:

☐ Prefer not to say

Question 3 – What is your ethnic group?

Please choose **ONE** section from A to F which best describes your ethnic group or background, then select **ONE** box from within that section.

A White

- ☐ Scottish
- ☐ Other British
- ☐ Irish
- ☐ Gypsy/Traveller
- ☐ Polish
- ☐ Other white ethnic group, please write in:

B Mixed or multiple ethnic groups

- ☐ Any mixed or multiple ethnic groups, please write in

C Asian, Asian Scottish or Asian British

- ☐ Pakistani, Pakistani Scottish or Pakistani British
- ☐ Indian, Indian Scottish or Indian British
- ☐ Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- ☐ Chinese, Chinese Scottish or Chinese British
- ☐ Other, please write in:

D African, Caribbean or Black

- ☐ African, African Scottish or African British
- ☐ Caribbean, Caribbean Scottish or Caribbean British
- ☐ Black, Black Scottish or Black British
- ☐ Other, please write in:

E Other ethnic group

- ☐ Arab, Arab Scottish or Arab British
- ☐ Other, please write in:

F Prefer not to say

- ☐ Prefer not to say

Question 4 - The Equality Act 2010 protects disabled people. The Equality Act defines a person as disabled if they have a physical or mental impairment, which is substantial and long term (has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you have any of the following conditions which have lasted, or are expected to last, at least 12 months? ♦ Please select all that apply

- ☐ Deafness or severe hearing impairment
- ☐ Visual impairment
- ☐ A physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)
- ☐ A learning disability (such as Down's syndrome)
- ☐ A learning difficulty (such as dyslexia or dyspraxia)
- ☐ A mental health condition (such as depression or schizophrenia)
- ☐ A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy)
- ☐ Other condition, please write in:

- ☐ No
- ☐ Prefer not to say

If you require a reasonable adjustment to enable you to carry out your duties, we can make the necessary arrangements post interview. However, if you need reasonable adjustments to attend and participate at interview please make this clear in the event that you are invited. We want everyone's interview experience to be a positive one and we will do all that we can to ensure that people are able to give the best account of themselves.

Question 5 – What religion, religious denomination or body do you belong to?

- ☐ None
- ☐ Church of Scotland
- ☐ Roman Catholic
- ☐ Other Christian, please write in:

- ☐ Muslim
- ☐ Buddhist
- ☐ Sikh
- ☐ Jewish
- ☐ Hindu
- ☐ Another religion, please write in:

- ☐ Prefer not to say

Question 6 – How would you describe your sexual orientation

- ☐ Bi-sexual
- ☐ Gay man
- ☐ Gay woman/lesbian
- ☐ Heterosexual/straight
- ☐ Other

- ☐ Prefer not to say

Question 7 - Advertising and Publicity

To allow us to manage our advertising and publicity campaigns effectively in the future, please tell us where you heard about the fact that we are recruiting.

- ☐ Our website (www.ethicalstandards.org.uk)
- ☐ MyJobScotland
- ☐ Good Moves
- ☐ Indeed
- ☐ Through another public sector body
- ☐ Word of mouth
- ☐ Can't remember
- ☐ Prefer not to say
- ☐ Other, please specify: