

**Equal Opportunities Monitoring Form**

Confidential

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| SSRLis committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited, regardless of their race, colour, nationality, ethnic or national origins, gender, marital status, sexual orientation, religion or beliefs, age, disability or caring responsibilities. Please help us monitor the implementation of this policy by completing and returning this form. Your answers will be kept **strictly confidential** and are used for monitoring purposes only. This form will be detached from your application form and will be treated as anonymous. It will **not** be seen by the panel which shortlists or interviews for the job.Please complete all sections of the questionnaire by placing a tick (or by providing information where appropriate) in the classification box (□) applying to you in each section. |

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| **Post Applied For:**  |

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| GENDER |
| Male Female I consider myself to be or to have been transgender I prefer not to answer this question  |

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| AGE |
| 20 years or younger 41 – 50 21 – 30 51 – 60 31 – 40 61 years or over I prefer not to answer this question  |

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| **CARING RESPONSIBILITY** |
| Do you have caring responsibilities (i.e. are you the primary caregiver to a child or children, or other dependents including disabled, elderly or sick adults)?Yes No I prefer not to answer this question  |

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| **DISABILITY** |
| According to the Equality Act 2010, 'disability' is defined 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."This definition includes impairments that relate to mobility; manual dexterity; physical coordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; or, perception of the risk of physical danger, and also includes mental illness or mental health problems; learning disabilities; dyslexia; diabetes; epilepsy; and HIV, cancer and multiple sclerosis, from the point of diagnosis.*(Note: This definition is provided in guidance on disability monitoring published by Trade Unions Congress, as recommended by the Disability Rights Commission).*Do you consider yourself to have a disability? Yes No I prefer not to answer this question **In terms of the Equality Act 2010 SSRL will take steps to make reasonable adjustments within the workplace to avoid those who have a disability in terms of the Act from suffering a disadvantage in comparison to those who are not disabled.**  |

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| **RELIGION OR BELIEF** |
| In order for SSRLto comply with the Equality Act 2010, we ask that you indicate your religion or beliefs by selecting one of the boxes below. These are the categories used in the 2001 Census: Buddhist  Christian Roman Catholic Protestant Hindu Jewish Muslim Sikh Another religion Please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No religion I prefer not to answer this question: |

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| **ETHNIC ORIGIN** |
| In order to help SSRLcomply with the Equality Act 2010, please indicate your ethnic origin by selecting one of the boxes below. These categories are in line with those recommended by the Commission for Racial Equality for Scotland.White Scottish  Other British  Irish  Any other White background **Mixed** Any Mixed background Asian, Asian Scottish or Asian British   Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background **Black, Black Scottish or Black British** Caribbean  African  Any other Black background Other Ethnic Background Any other background I prefer not to answer this question |

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| **SEXUAL ORIENTATION** |
| In order for SSRL to comply with the Equality Act 2010, we ask that you indicate your sexual orientation by selecting one of the boxes below: Bisexual Heterosexual Homosexual Other  I prefer not to answer this question |

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| Equal Opportunities Employment Policy |  |

Introduction

1 SSRLrecognises the value and importance of promoting equal employment opportunities for its current and future workforce. Thisorganisation accepts that, in addition to fulfilling its moral and legal responsibilities, equality of opportunity in employment will enable SSRLto make the most effective use of its staff in the provision of high quality services to the Scottish community. This organisation, together with the Trade Union, wishes therefore to adopt employment practices which are based on the merits, abilities and potential of individuals and avoid conditions or requirements which cannot be justified by job needs.

2 The purpose of this policy is to provide a framework for the provision of equal employment opportunities within SSRLand the elimination of unlawful, unfair and inappropriate discrimination. The policy will be supported by other associated policies and procedures dealing in detail with specific employment practices.

General Statement of Policy

3 SSRL is committed to achieving equality of opportunity in employment and eliminating discrimination in all its forms including discrimination on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, age, disability, sexuality, religious belief, political belief, trade union activity, caring responsibility, employment status or HIV status.

4 SSRLrecognises that existing and future anti-discrimination legislation provides a statutory framework for the enforcement of equal rights. SSRLwishes, however, to address all forms of discrimination which prevent equality of opportunity, whether or not they are unlawful.

5 To achieve its aims, SSRLis committed to an ongoing programme of action and will make available resources to implement the policy.

6 Where appropriate, positive action measures will be introduced to assist disadvantaged groups as provided for under relevant legislation.