**EQUAL OPPORTUNITIES MONITORING FORM**

In accordance with its equal opportunities statement, the Scottish Commission for People with Learning Disabilities (SCLD) (“the Company”) will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

In order to enable the Company to ensure compliance with its policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an entirely anonymised format and the form will then be securely and effectively destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources Department for the purpose of providing statistics for monitoring the existence or absence of equal opportunities in recruitment, with a view to enabling such equal opportunities to be promoted or maintained. This form does not comprise part of your job application and it will therefore be detached from it on receipt and stored separately. It will not be seen by the persons shortlisting, interviewing or making the recruitment decision. You can always mail this form separately if you wish.

**You are under no obligation whatsoever to complete this form if you do not wish to do so**. If you do complete it, thank you for your assistance in doing so.

|  |  |
| --- | --- |
| **Full name:** |  |
| **Post title:** |  |

To complete the form, please place a cross (‘X’) next to the option/s which apply to you.

|  |  |  |
| --- | --- | --- |
| **Gender:** | Male |  |
|  | Female |  |
|  | Transgender |  |
|  | Undergone, or undergoing, male to female gender reassignment |  |
|  | Undergone, or undergoing, female to male gender reassignment |  |
|  | Non-binary |  |
|  | Other (please specify) |  |
|  | Prefer not to say |  |
| **Marital status:** | Married |  |
|  | Single |  |
|  | In a civil partnership |  |
|  | Other (please specify) |  |
|  | Prefer not to say |  |
| **Age band:** | Under 18 |  |
|  | 18 - 29 |  |
|  | 30 -39 |  |
|  | 40 - 49 |  |
|  | 50 - 59 |  |
|  | 60 - 65 |  |
|  | Over 65 |  |
|  | Prefer not to say |  |
| **Sexual orientation:** | Heterosexual |  |
|  | Homosexual |  |
|  | Bisexual |  |
|  | Other (please specify) |  |
|  | Prefer not to say |  |
| **Disabilities:** | None |  |
|  | Physical disability (please specify) |  |
|  | Learning/Intellectual disability (please specify) |  |
|  | Other disability (please specify) |  |
|  | Prefer not to say |  |
| **Race/nationality/ethnic** **origin:** |  |  |
| White |  |  |
|  | English |  |
|  | Scottish |  |
|  | Irish |  |
|  | Welsh |  |
|  | British |  |
|  | Other white background (please specify) |  |
| Mixed |  |  |
|  | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Black British |  |
|  | White and Asian |  |
|  | Other mixed background |  |
| Asian |  |  |
|  | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | British |  |
|  | Other Asian background (please specify) |  |
| Black |  |  |
|  | Caribbean |  |
|  | African |  |
|  | British |  |
|  | Other black background (please specify) |  |
| Chinese |  |  |
|  |  |  |
| Other ethnic group (please specify) |  |  |
| Prefer not to say |  |  |
| **Religion:** | Christian (please specify denomination) denomination) |  |
|  | Jewish |  |
|  | Sikh |  |
|  | Muslim |  |
|  | Hindu |  |
|  | Buddhist |  |
|  | Rastafarian |  |
|  | Baha’i faith |  |
|  | Shinto |  |
|  | Chinese folk religion |  |
|  | Non-religious/non-believer |  |
|  | Other religion (please specify) |  |
|  | Prefer not to say |  |

I confirm that I have been given a genuine choice as to whether I wish to complete this form. My explicit consent to the Company processing my personal data supplied on this form, for the purpose of providing statistics for monitoring the existence or absence of equal opportunities in recruitment, is therefore freely given and informed.

I also understand that I have the right to withdraw my consent at any time and that I may do this by sending an e-mail or other written communication to the Company’s Data Protection Officer and I have been advised that they can be contacted as follows:

Elizabeth Clement

Email: [Libby.C@scld.co.uk](mailto:Libby.C@scld.co.uk),

Phone: 0141 248 3733

Address:

SCLD

Suite 5.2

Stock Exchange Court

77 Nelson Mandela Place

Glasgow

G2 1QY

Signed: ………………………………………..

Date: