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| **Central and East Northamptonshire Citizens Advice (CENCA)****CONFIDENTIAL FORM****Diversity Monitoring 2020**It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent and promote equality of opportunity for all at CENCA. Your co-operation in providing us with accurate data will help us ensure we design and use policies and processes that attract and retain diverse and talented people. **Name** **Office/Role**  |

|  |
| --- |
| **Any information you provide in this form:**● Will be used for statistical purposes only ● Will not influence the assessment of any application and will not be seen by anybody directly involved in any selection process ● Will NOT be published in a way which allows any individual to be identified. Please complete this form and return to recruitment@cencab.org.uk so that this information can be included in our staff and volunteer files. If the HR manager is involved in interviews, they will not view the diversity monitoring information ahead of the interviews.**Thank you for your help.****General Data Protection Regulations (GDPR)**Under data protection law we are allowed to ask for this information, as its sole purpose is to allow monitoring of the diversity of our applicants/staff and volunteers. CENCA will keep the information secure and confidential and use it only for the purposes outlined above and for monitoring information submitted annually to our national office (without individual names or identification details), as part of our Membership Agreement. |

**Age**
Which age bracket do you fit into? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Under 25  |  |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54  |  |
| 55 - 64 |  |
| 65 and over |  |

**Gender**
What best describes your gender? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| I prefer to use another termPlease detail ……………………………………................................................................................................... |  |

**Sexual orientation**
What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Heterosexual/Straight |  |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Bisexual |  |
| I prefer to use another termPlease write in…………………………………………………………………………………………………………………………… |  |

**Ethnic origin**
How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

|  |  |  |
| --- | --- | --- |
| **A. White** | English/Welsh/Scottish/Northern Irish/British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White backgroundPlease write in………………………………………………..……………………………………………………………………… |  |
| **B. Mixed/multiple ethnic groups** | White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other Mixed/multiple ethnic backgroundPlease write in…………………………………………………………………………………………………………………….. |  |
| **C. Asian/Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian BackgroundPlease write in……………………………………………………………………………………………………………………… |  |
| **D. Black/African/ Caribbean / Black British** | African |  |
| Caribbean |  |
| Other Black/African/Caribbean backgroundPlease write in………………………………………………..……………………………………………………………………… |  |
| **E. Other ethnic group** | Arab |  |
| Any other ethnic groupPlease write in………………………………………………..……………………………………………………………………………………………………………………………………………… |  |

**Disability**
A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities**.’

Do you consider yourself to be disabled under the Equality Act 2010?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

*The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.*

**Religion or belief**Which group below do you most identify with? Put a cross in the relevant box.

|  |  |
| --- | --- |
| No religion |  |
| Christian (including all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim  |  |
| Sikh |  |
| Any other religion or beliefPlease write in………………………………………. |  |

**Gender Identity**
Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**Social Mobility**

Socio-economic background can, but shouldn’t, be a barrier to success. Socio-economic background is not a protected characteristic, however at CENCA we want to ensure that we are also addressing social mobility alongside other diversity characteristics.

The following *optional* questions are used as standard in the Civil Service to measure social mobility, and cover the most widely used three areas of measurement identified by the Social Mobility Commission.

**What type of school did you attend when you were aged about 14?**

|  |  |
| --- | --- |
| A comprehensive school |  |
| An Academy School |  |
| A state-run or state-funded school that **was** selective on academic, faith or other grounds (e.g. a grammar school) |  |
| An independent or fee-paying school |  |
| A school outside the UK  |  |
| Prefer not to say |  |
| OtherPlease write in……………………………………………………………………..……………………………………………………………………………………………. |  |

**What are the highest levels of qualifications achieved by your parents or guardians?**

|  |  |
| --- | --- |
| At least one has a degree level qualification |  |
| Qualifications below degree level |  |
| No formal qualifications |  |
| Don't know |  |
| Prefer not to say |  |
| OtherPlease write in………………………………………………………………………………………………………………………………………………………………………….. |  |

**What was the occupation of the main income earner in your family?**

|  |  |
| --- | --- |
| Managerial, administrative and professional occupations |  |
| Small employers, supervisory and technical occupations |  |
| Production occupations |  |
| Sales and service occupations |  |
| Long term unemployed |  |
| Never worked |  |
| Prefer not to say |  |
| OtherPlease write in…………………………………………………………………………………………………………………………………………………….. |  |

**Self-assessment of socio-economic status**

|  |  |
| --- | --- |
| Lower socio economic background |  |
| Middle socio economic background |  |
| Higher socio economic background |  |
| Prefer not to say |  |
| OtherPlease write in……………………………………………………………………..……………………………………………………………………………………………. |  |

**How did you hear about this opportunity?**

Please include details below:

|  |
| --- |
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