Diversity Monitoring Form

**Data protection overview**

**If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice \*\*\*\*.**

**The information you give us will be kept securely, won't be shared outside the service and is confidential.**

**It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly.**

**This form will not be used for other purposes.**

**If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us to stop using the information you provide, please contact us.**

Please help us by providing the information on the attached form:

**Identifier:** *(Name or payroll/personnel number as appropriate)*

**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 |  |
| Prefer not to say |  |

**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 term  Please write in……………………………………... |  |
| Prefer not to say |  |

**Gender Identity**  
Do you identify as \*Trans?

| Yes |  |
| --- | --- |
| No |  |
| Prefer not to say |  |

**\*Trans is an umbrella term to describe people whose identity is not the same as the sex they were assigned at birth. People under the trans umbrella may describe themselves using one or more of a wide variety of terms – including transgender.**

**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 (parent/ guardian is unaware) |  |
| I prefer to use another term  Please write in………………………………………. |  |
| Prefer not to say |  |

**Average Hours**

On average what hours do you work each month?

|  |
| --- |

**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 background  Please write in………………………………………. |  |
| **B. Mixed/multiple ethnic groups** | White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other Mixed/multiple ethnic background  Please write in………………………………………. |  |
| **C. Asian/Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian Background  Please write in………………………………………. |  |
| **D. Black/African/ Caribbean/Black British** | African |  |
| Caribbean |  |
| Other Black/African/Caribbean background  Please write in………………………………………. |  |
| **E. Other ethnic group** | Arab |  |
| Any other ethnic group  Please write in………………………………………. |  |
| **Prefer not to say** |  |  |

**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 |  |
| Prefer not to say |  |

*The information on this form is for monitoring purposes only.*

**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 belief  Please write in………………………………………. |  |
| Prefer not to say |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to: admin.team@cayork.org**