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| **POST TITLE** | **Bid Writer with Social Media Connectivity** |

RCAB is striving to ensure equality of opportunity, therefore we have decided to monitor our recruitment practices. This will help us identify areas of under representation in our workforce and to assess those areas where positive action is needed. In order that we can monitor each stage of the recruitment process, you will be asked to complete this form on application.

Your co-operation in completing this form would be greatly appreciated. We must stress that any information you give will be strictly confidential. You are not obliged to answer the questions but you will appreciate that, for our monitoring to be wholly effective, we would hope to have 100% response.

If you do not wish to answer any question(s) this will not affect your application in any way. There follows an explanation of some of the sections where appropriate. Thank you for your time and co-operation in completing our form.

We wish to give you the following assurances

* The information provided will not form the basis of any part of selection
* All information will be regarded as confidential
* This information will only be used for statistical purposes to monitor the composition of the service.

**1. ETHNICITY**

We appreciate that some people, including those of mixed race, may not be happy with classification used on monitoring forms. If you wish to classify yourself in some other way, please use the additional space provided to do so.

I would describe my ethnic origin as *(in your own words or if you prefer tick one of the following):*

Please tick the box for the group to which you perceive you belong:

☐ Arab

☐ Asian/Asian British: Indian

☐ Asian/Asian British: Pakistani

☐ Asian/Asian British: Bangladeshi

☐ Asian/Asian British: Chinese

☐ Other Asian: …………………………………………………………………………………………….

☐ Black/Black British: African

☐ Black/Black British: Caribbean

☐ Other Black/Black British: ………………………………………………………………………………

☐ Mixed: White and Black Caribbean

☐ Mixed: White and Black African

☐ Mixed: White and Asian

☐ Other Mixed: ………………………………………………………………………………………………..

☐ White: British

☐ White: Irish

☐ White: Gypsy or Irish Traveller

☐ Other White: ………………………………………………………………………………………………..

☐ Any other ethnic group: …………………………………………………………………………………

☐ Prefer not to say

**2. GENDER**

Which one of the following best describes your gender?

☐ Male

☐ Female

☐ Prefer not to say

☐ Prefer to self-describe: ………………………………………………………………………………....

**Gender Identity**

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

☐ Yes

☐ No

☐ Prefer not to say

**Sexual Orientation**

Which of the following best describes your sexual orientation?

☐ Bisexual

**☐** Gay man

☐ Gay Woman / Lesbian

☐ Heterosexual / Straight

☐ Prefer not to say

☐ Prefer to self-describe: ………………………………………………………………………………...

**3. AGE**

☐16-24 ☐ 25-34 ☐ 35-44

☐ 45-54 ☐ 55-65 ☐ 65+

☐ Prefer not to say

**4. DISABILITY**

We understand that many employees do not declare disability or caring responsibilities because of possible discrimination against them by employers in the selection process. We would like to know how many people we attract to the service so that we can monitor the effectiveness of our policies towards disabled people and their carers.

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| --- | --- | --- | --- | --- |
| Do you consider that you have a disability or long term health condition which limits your day to day activities? | Yes |  | No |  |

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| Would you require special adaptations/equipment | Yes |  | | No | |  |

Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If you answer in the affirmative to any of the above questions and are short-listed for interview, please contact the CAB to ensure that interview arrangements are to your satisfaction.

**5. CARING RESPONSIBILITIES**

Do you have any caring responsibilities? (please tick all that apply)

☐ None

☐ Primary carer of a child or children (under 18 years)

☐ Primary carer of a disabled child or children

☐ Primary carer or assistant for a disabled adult (18 years and over)

☐ Primary carer or assistant for an older person or people (65 years and over)

☐ Secondary carer (another person carries out main caring role)

☐ Prefer not to say

**6. RELIGION AND BELIEF**

We appreciate that some people may not be happy with these classifications. If you wish to classify yourself in some other way, please use the additional space provided to do so.

Please tick the box for the group to which you perceive you belong:

☐ Buddhist

☐ Christian

☐ Hindu

☐ Jewish

☐ Muslim

☐ Non-religious

☐ Sikh

☐ Prefer not to say

☐ Other religion or belief: …………………………………………………………………………………

**7. MEDIA RESPONSE**

Where did you see this post advertised or how did you find out about it?

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|  |

**8. COMMENTS**

Do you have any comments about our monitoring form?

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**THANK YOU.**