We endeavour to monitor the gender, marital status, age, and ethnicity and sexual orientation of applicants, together with whether they have a disability, a religion or belief, or dependent care responsibilities. This monitoring is a means of checking whether unfair or individual discrimination is taking place and whether our equal opportunities policy is being implemented.

Your anonymous completion of this confidential form will help us to do this and our workforce will benefit as a result of collecting the information. The form is removed from your application information and is not part of the selection process. We use the form to collate the information for monitoring and statistical purposes, following which it is destroyed. It would be helpful if you could indicate the type of post you are applying for, and the month of application.

Type of post applied for:      Month:

Please print out form and for each section tick only the box which applies to you. If completing the form electronically, click only on the box which applies to you.

|  |
| --- |
| **Employee status:** |
| A) Are you currently an employee of Penumbra? B) If so, do you consider this vacancy to be a promotion opportunity?  | 1) Yes [ ]  2) No [ ] 1) Yes [ ]  2) No [ ]  3) N/A [ ]  |
|  |
| **Gender:** |
| A) Male [ ] B) Female [ ]  | C) Transgender [ ] D) Prefer not to answer [ ]  |
|  |
| **Marital status:** |
| A) Single (never married) [ ]  B) Married [ ] C) Re-married  [ ]  D) Separated (legally married) [ ]  | E) Divorced [ ]  F) Widowed [ ] G) Same sex civil partnership [ ]  H) Prefer not to answer [ ]  |
|  |
| **Age:** |
| A) 17-20 [ ]  B) 21-30 [ ]   | C) 31-40 [ ]  D) 41-50 [ ]   | E) 51-60 [ ]  F) 61-65 [ ]   | G) Over 65 [ ]  H) Prefer not to answer [ ]  |

|  |
| --- |
| **Ethnicity** |
| A) White Scottish [ ] B) Other White British [ ] C) White Irish [ ] D) Other White [ ] background E) Indian [ ]  | F) Pakistani [ ]  G) Bangladesh [ ] H) Other South Asian [ ] I) Chinese [ ] J) Caribbean [ ] K) African [ ]  | L) Other Black background [ ] M) Mixed background [ ] N) Other ethnic background  [ ] Please write in:     O) Prefer not to answer [ ]  |
| **NOTE: Ethnicity refers to broad ethnic group NOT place of birth or nationality – e.g. UK citizens can belong to any of the groups indicated.** |
|  |
| **Sexual orientation:** |
| 1. Heterosexual [ ]
2. Homosexual [ ]
 | 1. Bisexual [ ]
2. Prefer not to answer [ ]
 |
|  |
| **Disability** |
| A)I am registered disabled [ ] B) I have a physical or mental condition or impairment which has a substantial and long-term adverse effect on my ability to carry out normal day-to-day activities (definition of disabled under the Disability Discrimination Act 1995) but I am not registered disabled [ ] C) Although I do not have a disability, I consider myself as having some kind of support needs [ ] D) I do not consider myself as having any disability or support needs [ ] E) Prefer not to answer [ ]  |
| If you ticked A , B or C above, please indicate type of condition, impairment or support needs here: |
| 1) Sensory impairment [ ] 2) Physical impairment [ ] 3) Medical condition [ ] 4) Mental health disability [ ]  | 5) Learning disability [ ] 6) Other disability, condition or impairment [ ]  Please write in:      | 7) Support needs [ ] Please write in:     8) Prefer not to answer [ ]   |
|  |
| **Religion or belief** |
| A) I consider myself as having a religion or belief [ ]  B) I do not consider myself as having a religion or belief [ ]  C) Prefer not to answer [ ]  |
| If you ticked A above, please indicate religion or belief here: |
| 1) Christian [ ]  2) Buddhist [ ]  3) Hindu [ ]  4) Jewish [ ]  5) Muslim [ ]  6) Sikh [ ]  7) Other religion or belief [ ]  Please write in:      |
|  |
| **Dependent care responsibilities** |
| A) I have the primary responsibility for looking after a dependant (parent, child, spouse etc.) [ ] B) I share dependent care responsibilities with someone else [ ] C) I have no dependent care responsibilities [ ] D) Prefer not to answer [ ]  |

Thank you for completing this confidential form. Please return it to:

Human Resources, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY or humanresources@penumbra.org.uk