

**EQUALITY OF OPPORTUNITY IN EMPLOYMENT**

**Ref. No:**

Ardmore is committed to equality of opportunity for all applicants regardless of age, disability, marital status, political opinion, race, religious beliefs, sex or sexual orientation. We select those suitable for employment solely on the basis of merit. All applicants are requested to complete a monitoring form in order to ensure the effective implementation of our Equal Opportunities Policy. Your support in this is sought.

**Please provide the following information by ticking the appropriate boxes below:-**

1. **Sex:** Male  Female
2. **Marital status:** Single  Married  Separated  Divorced  Other
3. **Religious Affiliation/Community Background:**

Ardmore is required by the Fair Employment (Northern Ireland) Act 1989 (as amended), to monitor the perceived religious affiliation or community background of both its employees and applicants for employment. Whether or not you are from Northern Ireland, you should answer the question below by indicating which community or religious background you might be perceived to come from. Even if you no longer practice any religion, the Fair Employment Act 1989 still obliges us to classify your perceived religious affiliation/community background, in order to monitor the effectiveness of our policy on equality of opportunity, not simply in recruitment terms but as part of an ongoing exercise for all our employees. Therefore, although your response may not reflect any current personal religious belief which you hold, please bear in mind the above points when you complete the form.

I am a Protestant

I am a Roman Catholic

I am neither a Protestant or a Roman Catholic

What secondary/Grammar school did you attend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Disability:** The Disability Discrimination Act 1995 defines disability as: -

“…a physical or mental impairment which has a substantial and long-term effect on a

Person’s ability to carry out normal day to day activities.”

Having read the above definition, do you consider yourself as having a disability?

Yes  No known disability

If ‘Yes’, please indicate the nature of your disability by ticking the appropriate box(es)

Dyslexia  Personal care support

Blind/partially sighted  Mental health difficulties

Deaf/hearing impairment  Speech

Mobility/Wheelchair user  Dexterity

Learning disability  Unseen disability e.g.

Diabetes, epilepsy, asthma

A disability not listed above, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Ethnic Origin:**

White – European  Pakistani

White – Non European  Bangladeshi

Black – Caribbean  Chinese

Black – African  Asian – Other

Black – Other  Irish Traveller

Indian  Other (please specify)

**8. Nationality:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please complete the above information and return to reception@ardmore.co.uk**

**DO NOT PUT YOUR NAME ON THIS FORM**

Access to this information will be strictly controlled and will not be available to those considering your application for employment.

Monitoring will involve the use of statistical summaries of information in which identities will not appear. The information will not be available for any purpose other than equal opportunities monitoring. This information will be transferred to the monitoring section of the Human Resources system.

Please note that it is an offence for any person knowingly to give false information to another who is seeking that information in order to make a monitoring return.

**Confidential Information – this information will not be provided to the shortlisting panel or interviewing panel.**

**Disability:**

Please indicate if you have a disability you want Ardmore to take into account? Yes  No

If you are invited to interview are there any special arrangements that you require? Yes  No

If ‘Yes’, please indicate what special arrangements you require \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion:**

Please indicate if you have any religious needs that you want Ardmore to take into account?

Yes  No

If you are invited to interview are there any special arrangements that you require? Yes  No

If ‘Yes’, please indicate what special arrangements you require \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rehabilitation of Offenders Act (1974):**

Do you have any convictions that are unspent under the rehabilitation of offender’s act 1974?

Yes  No

If yes, please give details / dates of offence(s) and sentence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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