EQUAL OPPORTUNITIES MONITORING FORM

Summary of Equal Opportunities Policy

Action Renewables Ltd, in respect of its role as an employer, will not discriminate against any person or group of people on the grounds of sex, marital status, race, disability, colour, religious belief and / or political opinion, nationality (including citizenship), ethnic or national origins, family circumstances, gender reassignment, sexual orientation or age.

Monitoring and Confidentiality

The questions overleaf will help us to monitor the effectiveness of our Equal Opportunities Policy. The information you supply on this form will be treated strictly confidential and will be used for statistical monitoring purposes only. The information will not be seen or used during the selection process. The form will be separated from your application form as soon as it is received, and securely stored. Only staff who conduct Equal Opportunities Monitoring will have access to completed Equal Opportunities Monitoring Forms and the information contained within.

Data Protection Act 1988

The information you supply is collected and processed in accordance with the Data Protection Act 1988. Completion of this form is voluntary.

- The information is used to provide a statistical breakdown of the background and circumstances of job applicants, interviewees, and successful candidates.
- Completed forms are stored securely for 6 months and are destroyed after this time
- If you are appointed to a post within Action Renewables Ltd, the data you provide will be held confidentially on a computerised database for the purposes of ongoing Equal Opportunities monitoring of the workforce.
- Only those people directly involved with Equal Opportunities Monitoring will have access to the information you provide on this form.

Notes

Ethnic Group

The categories we use have been recommended by the Equality Commission and are the same categories used in the 2001 Census. This means that we can check whether the profile or our applicants is representative of the national profile.

Disability

The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment that has substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

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1. Post Applied for: Community Service Mgr

2. Equal Opportunities Number: CMSSEP26/_____(office use)

3. Gender: ☐ Male ☐ Female

4. Are you married or in a civil Partnership? ☐ No ☐ Yes

5. Date of Birth

6. Do you consider yourself to have a disability? ☐ No ☐ Yes (If yes, please state)

7. Nationality:

8. Please indicate your race, colour or ethnic national origins

☐ Bangladeshi ☐ Black Other

☐ Pakistani ☐ Chinese

☐ Black African ☐ Indian

☐ White ☐ Irish Traveller

☐ Black Caribbean ☐ Any other (please state) _____

9. Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities. Please indicate the community to which you belong by ticking the appropriate box below:

☐ I am a member of the Protestant community

☐ I am a member of the Roman Catholic community

☐ I am not a member of either the Protestant or the Roman Catholic Communities:

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application.

Note: If you answer these questions about community background and gender you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.