Equal Opportunities Monitoring Information

Scottish Independence Convention Limited is an equal opportunities employer. No job applicant or employee receives less favourable treatment than another on grounds of gender, marital status, race, sexual orientation, disability, age, political or religious belief. To help us monitor our Equal Opportunities Policy and the effectiveness of our recruitment practices we would like you to answer the following questions.

This page will be detached, and will not form part of the selection procedure but will be used only for statistical purposes. Please tick appropriate boxes.

**1. Gender**

Male  Female  Transgender

**2. Age**

Under 20  20 – 39  40 – 59  60+

**3. Ethnic Origin** *(Please tick one box that best describes your ethnic origin).*

**White**  **Black or Black Scottish**

Scottish  Caribbean

Irish  African

Polish  Any other Black background (*please state*):

Slovakian  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other White background (*please state*):

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

**Mixed** **Asian or Asian Scottish**

White & Black Caribbean  Indian

White & Black African  Pakistani  White & Asian  Bangladeshi

Any other White background (*please state*) Any other Asian background (*please state*):

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

**Chinese or other ethnic group Gypsies & Travellers**

Chinese  Irish Travellers

Vietnamese  Any other (*please state*):

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

Any other (*please state*):

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

**4. Disability:** Please see Note 1 for further information

Do you consider yourself to have a disability?

The Equality Act 2010 protect people who are disabled including those with long term health conditions.

Yes  No  Decline to state

**If ‘yes’**: please state the type of impairment that applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply please tick ‘other’.

Physical impairment  Learning disability/difficulty

Sensory impairment  Long-standing illness

Mental Health condition  Other

**NOTE 1 : Criteria for classification as disabled under the Disability Discrimination Act**

To classify as disabled, a person has a physical or mental impairment which has a substantial and long-term adverse effect on his / her ability to carry out normal day to day activities.

Long term is usually defined as a year or longer.

Impairment may affect:-



* mobility;
* manual dexterity;
* continence;
* ability to lift, carry or otherwise move everyday objects;
* memory or ability to concentrate, learn or understand; or
* perception of the risk of physical danger.
* speech, hearing or eyesight (but see below)

(If a person’s sight is corrected by wearing spectacles or contact lenses, this is **not** regarded as a disability.)

If you have a disability, which makes it difficult to complete our application form, please contact SIC Ltd for assistance.

These notes are for guidance only.

**NOTE 2: Data Protection**

As part of our recruitment and equality monitoring processes we will collect and store sensitive data about you.  We are required by law to obtain your consent to such data being recorded.  Sensitive data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and / or convictions.

By signing this form I give my consent to sensitive personal information being recorded and stored under the Data Protection Act 1998 on the understanding that it will be to determine my suitability for this post and to provide monitoring and statistical information on recruitment and equalities at SIC Ltd.

I understand that in order to take up appointment I must first provide SIC Ltd with evidence of my eligibility to work in the U.K.

I declare that, to the best of my knowledge, the information I have given in my CV and covering letter is true and complete.  I am aware that some of the information may be checked.

I understand that my application is liable to be rejected, or if I have been appointed, that I am liable to be dismissed if any of the information is found to be false, or if there is any wilful omission or suppression of any material fact.

**NOTE 3: CRIMINAL CONVICTIONS**

SIC Ltd are willing to consider applicants who have previous criminal convictions. As part of our recruitment process anyone shortlisted for interview will be asked to complete a Criminal Declaration Form and no formal job offer can be made until a discussion has taken place regarding disclosed information and SIC Ltd carries out an internal risk assessment.

**Applicant Declaration:**

I declare that the facts given in this application are to the best of my knowledge correct. I understand that any false information may result in my dismissal, if appointed. I have read and understand notes 2 and 3 above.

## \*Signed:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*please note that shortlisted applications received via email will be signed in person at the interview stage if there is no scanned signature*