# Equal opportunities. Recruitment monitoring form

Visibility Scotland strives to ensure equality of opportunity in its volunteering and employment policies and 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 policy 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. Ethnic origin

We appreciate that some people, including those of mixed race, may not be happy with classification used on monitoring forms. The classifications we have used are those used by the General Register for Scotland – census 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, mark an ‘X’ next to the appropriate category. Please note: there are more categories on page 3):

White Scottish:

Other White British:

Irish:

Any other white background:

Indian:

Pakistani:

Bangladeshi:

Any other Asian background:

Chinese:

Caribbean:

African:

Any other Black background:

Other ethnic background (please specify):

## 2. Gender

I am (please indicate by placing an ‘X’ next to the appropriate category):

Male:

Female:

Transgender:

## 3. Age

Please indicate your age by placing an ‘X’ next to the appropriate age range:

25 and under:

26-34:

35-54:

55 and over:

Prefer not to answer:

## 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 and many people do not register as disabled for the same reason. 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.

Please indicate if any of the following apply to you typing ‘Y’ or ‘N’ next to the question:

Do you consider yourself disabled?

Are you registered disabled?

Would you require special adaptations/equipment?

Are you a carer of someone with a disability?

If you would like to give further details on any of the above, then please do so below:

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

## 5. Sexual orientation

We appreciate that some people may find the question on sexual orientation to be an extremely personal one and we must therefore re-iterate that you are under no obligation to answer it.

I would describe myself as (please indicate by placing an ‘X’ next to the appropriate choice):

**Heterosexual:**

**Lesbian:**

**Gay:**

**Bisexual:**

**Transgender**:

## 6. Comments

Do you have any comments about our monitoring form?

# End of Document

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