



Equal Opportunities Monitoring Form

In all Citizens Advice Bureaux, we want to provide an environment where people are confident that they are judged on their abilities and skills regardless of age, disability, gender, race, sexual orientation or religion or belief.

Please help us to monitor equality of opportunity by answering the following questions as completely and honestly as possible by ticking the relevant boxes. Your answers are confidential and anonymous and will not be used in connection with your application but for statistical purposes only.

We recognise that not everyone will be comfortable answering every single question as some are very personal. To assist you we offer a "prefer not to answer" option for every question and will make no assumptions about your reason for selecting this response.

Monitoring ethnicity

How would you describe yourself?

Choose ONE section from A to F, and then tick the appropriate box

- A Asian or Asian British
 Bangladeshi
 Indian
 Pakistani
 Any other Asian background, please write in box
- B Black or Black British
 African
 Caribbean
 Any other Black background, please write in box
- C Chinese or other ethnic group
 Chinese
 Any other, please write in box
- D Mixed Heritage
 White and Asian
 White and Black African
 White and Black Caribbean
 Any other Mixed background, please write in box
- E White
 British
 English
 Irish
 Scottish
 Welsh
 Any other White background, please write in box
- F Prefer not to say

Disability monitoring

To make positive changes, Citizens Advice Scotland wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

What do we mean when we say disability?

- Do you have a physical or mental impairment?
- Is it long term?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to 'reasonable adjustments' to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Monitoring questions:

Do you consider yourself to have a disability or a long-term health condition?

Yes No

What is the effect or impact of your disability or health condition?

Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your manager who is trained to help and support you.

Citizens Advice Scotland is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisations.

This information will remain confidential within HR.

Gender monitoring

Would you describe yourself as:

- Male Female Prefer not to say

Sexual orientation

What is your sexual orientation?

- Bisexual
 Gay man
 Gay Woman / Lesbian
 Heterosexual / Straight
 Other
 Prefer not to say

We will only use this information for ensuring our staff policies work fairly for all and that your sexual orientation does not count against you.

We will ensure in any analysis that is made public that it will not be possible to identify you.

Age

What is your Age Range?

- <20
 20-24
 25-29
 30-34
 35-39
 40-44
 45-49
 50-54
 55-59
 60-64
 65+

Religion and belief

Please tick the box that best describes you:

- Buddhist
- Christian
- Hindu
- Jew
- Muslim
- Sikh
- Other Religion or Belief (please state)
- No Religion
- Prefer not to say