

## **Equal Opportunities**

## The CA service is committed to equal opportunities for all.

Citizens Advice Hillingdon Service is fully committed to the Service's Equal Opportunity policies. These cover all aspects of the Service, including the way it is provided, the ways people can gain access to it and the way we employ people to work within it.

With regard to recruitment, we aim to ensure that no applicant receives less favourable treatment than another on the grounds of race, sex, disability, HIV/AIDS, sexuality, class, age or any other unfair criterion.

Our recruitment procedures are designed to ensure that all job applicants are considered solely on the basis of their aptitudes and abilities in relation to the requirements of the job.

This includes shortlisting without reference to personal details. We would, however, request you to complete our equal opportunities monitoring form.

The purpose of this statement is to make clear Citizens Advice Hillingdon's commitment to the principles of Equal Opportunities and to assure all applicants that their application will be dealt with fairly.

Citizens Advice Hillingdon is committed to taking positive action to implement equal opportunities for people facing discrimination and to ensuring that its workforce is representative of the whole community.