



Volunteer diversity monitoring information

Background

Citizens Advice values diversity, promotes equality, and challenges discrimination. We welcome and encourage volunteer applications from people of all backgrounds, age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.

Monitoring recruitment and selection procedures is one way that helps us to ensure that there is no discrimination in our recruitment process. To do this we need to know about the diversity profile of people who apply for volunteer roles at Citizens Advice Hillingdon.

Data protection overview

If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice Hillingdon.

The information you give us will be kept securely, won't be shared outside the service and is confidential.

It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly.

If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately - i.e. this form will not be used for other purposes.

If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us stop using the information you provide, please contact us.

Note on accessibility: If you are using keyboard only and need to put a cross in the relevant box, you should be able to arrow across, and type in the box. If this is not possible put a cross next to the relevant box. If you need this form in another format please contact your local Citizens Advice Hillingdon.

Diversity Monitoring Form

| | |
|--|--|
| Applicant ref. number (local Citizens Advice use only): | |
| Which volunteer role are you applying for? | |

Age

Which age bracket do you fit into? Put a cross in the relevant box.

| | |
|-------------------|--|
| Under 25 | |
| 25 - 34 | |
| 35 - 44 | |
| 45 - 54 | |
| 55 - 64 | |
| 65 and over | |
| Prefer not to say | |

Gender

What term best describes your gender? Put a cross in the relevant box or write in a preferred term.

| | |
|---|--|
| Female | |
| Male | |
| I prefer to use another term Please write in..... | |
| Prefer not to say | |

Sexual orientation

What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

| | |
|---|--|
| Heterosexual/Straight | |
| Gay Man | |
| Gay Woman/Lesbian | |
| Bisexual | |
| I prefer to use another term Please write in..... | |
| Prefer not to say | |

Ethnic origin

How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

| | | |
|--|---|--|
| A. White | English/Welsh/Scottish/Northern Irish/British | |
| | Irish | |
| | Gypsy or Irish Traveller | |
| | Any other White background Please write in..... | |
| B. Mixed/multiple ethnic groups | White & Black Caribbean | |
| | White & Black African | |
| | White & Asian | |
| | Any other Mixed/multiple ethnic background Please write in..... | |
| C. Asian/Asian British | Indian | |
| | Pakistani | |

| | | |
|--|---|--|
| | Bangladeshi | |
| | Chinese | |
| | Any other Asian Background Please write in..... | |
| D. Black/African/ Caribbean/Black British | African | |
| | Caribbean | |
| | Other Black/African/Caribbean background Please write in..... | |
| E. Other ethnic group | Arab | |
| | Any other ethnic group Please write in..... | |
| Prefer not to say | | |

Disability

A disabled person is defined under the Equality Act 2010 as someone with a **‘physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities.’**

Do you consider yourself to be disabled under the Equality Act 2010?

| | |
|-------------------|--|
| Yes | |
| No | |
| Prefer not to say | |

The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.

Gender Identity

Do you identify as *Trans?

| | |
|-------------------|--|
| Yes | |
| No | |
| Prefer not to say | |

***Trans is an umbrella term to describe people whose identity is not the same as the sex they were assigned at birth. People under the trans umbrella may describe themselves using one or more of a wide variety of terms – including transgender.**

Religion or belief

Which group below do you most identify with? Put a cross in the relevant box.

| | |
|---|--|
| No religion | |
| Christian (including all denominations) | |
| Buddhist | |
| Hindu | |
| Jewish | |
| Muslim | |
| Sikh | |
| Any other religion or belief Please write in..... | |
| Prefer not to say | |

How did you hear about this opportunity?

Please include details below: