**Equal Opportunities Monitoring Form**

It is the policy of Scripture Union Scotland to practise a fair and non-discriminatory recruitment process.

All applicants will be considered on the basis of their suitability for the post. This principle will apply to all internal and external recruitment.

Scripture Union Scotland is committed to upholding equality of opportunity in employment. No job applicant will be unfairly discriminated against because of their race, ethnic or national origin, sex, disability, age or marital status. Scripture Union Scotland reserves the right to discriminate in favour of applicants on the basis of religion for posts for which an Occupational Requirement (OR) has been identified.

In order to monitor our provision of equality of opportunity and comply with discrimination legislation, please complete the following questionnaire:

*This information will be treated in strict confidence and used for statistical purposes only.The sheet will be separated from your application form before short listing.*

**Post applying for:**

**Location of post:**

**Age Range:**  under 25  26 – 35  36 – 45  46 – 55  56+

**Gender:** Male  Female

**Marital Status:** Single  Married  Other

**Country of Birth:**       **Nationality:**      

**Ethnic Origin:** (These monitoring categories are as advised by the Commission for Racial Equality)

**Do you consider yourself to be:**

Black-African  Black-Caribbean  Black-British  Black-other, please specify:

Indian  Chinese  Pakistani  White

Irish  Bangladeshi  Other, please specify:

**1st language:**

**Disability:** The Disability Discrimination Act 1995 defines disability as: *‘A physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities’*

**Do you consider yourself to have a disability as defined?**  YesNo

**If so, what practical adjustments may be required to enable us to appropriately assess you if short listed?**

**What practical adjustments may be required to enable you to carry out the job?**

**Source of Introduction** (please specify how you first found out about this job):

SU Website  Other Website (name)       @SU Newsletter  SU e-news

**HR use:**

**Processed**

Personal Introduction  Advertisement (name)       Other (name)

**Criminal Convictions and Disclosure**

**Name:**

**Post applying for:**

**Location of post:**

**Have you been charged with, or convicted of any criminal offence (excluding minor traffic offences), or do you have any cases pending?**

**Yes  No**

**Are you listed on the Disqualified from Working with Children List, List 99 or subject to a Disqualification Order within the meaning of the Criminal Justice and Court Service Act 2000?**

**Yes  No**

If you have ticked ‘yes’ and you have been short-listed for interview, we will send a declaration form to be completed together with a separate envelope marked ‘CONFIDENTIAL’ for its return to the HR Advisor.

If this post requires you to join the PVG (Protecting of Vulnerable Groups) Scheme, under the terms of the Protection of Vulnerable Groups (Scotland) Act 2007 an application will be sent to you by return.

**Signed:**

**Date:**

(NB: Working for Scripture Union Scotland with children and young people means that the provisions of the Rehabilitation of Offenders Act 1974 do not apply. Consequently you are not entitled to withhold information on a criminal conviction on the grounds that it is ‘spent’ or forgotten under the provisions of the above Act.)