Diversity Monitoring Form

The Civil Service is committed to recruiting, retaining and developing a workforce that at all grades reflects the diverse communities we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent and promote equality of opportunity for all staff. Your co-operation in providing us with accurate data will help us ensure we design and use policies and processes that attract and retain a diverse and talented workforce.

Any information you provide in this form:

* Will be used by the department and Cabinet Office for statistical purposes only
* Will not influence the assessment of your application and will not be seen by anybody directly involved in the selection process
* No information will be published which allows any individual to be identified.

We would appreciate your co-operation in completing this form to help us better understand how we, as an employer, ensure equality of opportunity for all.

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| **1. Gender**  |
| Male | [ ]  | Female | [ ]  | Prefer not to say | [ ]  |
| **2. Age** |
| 29 or under  | [ ]  | 30 to 39  | [ ]  | 40 to 49  | [ ]  |
| 50 to 59  | [ ]  | 60 to 64  | [ ]  | 65 and over  | [ ]  |
|  Prefer not to say  | [ ]  |
| **3. Ethnicity (please tick one box only)** |
| **Asian/Asian British** |
| Bangladeshi  | [ ]  | Chinese  | [ ]  | Indian | [ ]  |
| Pakistani | [ ]  | Any other Asian background | [ ]  |
| **Black/ African/ Caribbean/ Black British** |
| African  | [ ]  | Caribbean  | [ ]  | Any other Black/African/Caribbean background | [ ]  |
| **Mixed/multiple ethnic groups** |
| White and Asian  | [ ]  | White and Black African  | [ ]  | White and Black Caribbean | [ ]  |
|  |  | Any other mixed / multiple ethnic background  | [ ]  |
| **White/White British** |
| White  | [ ]  |  |  |
| **Other ethnic group**  |
| Arab  | [ ]  | Any other ethnic group  | [ ]  |
| **Prefer not to say**  | [ ]  |
| **4. Do you consider yourself to be disabled?**  |
| Yes  | [ ]  | No  | [ ]  | Prefer not to say | [ ]  |
| **5. Which of the following best describes how you think of yourself?**  |
| Heterosexual / Straight  | [ ]  | Gay / Lesbian  | [ ]  | Bisexual | [ ]  |
| Other  | [ ]  | Prefer not say | [ ]  |  |  |
| **6. Religion or belief (please tick one box only)** |
| No religion  | [ ]  | Buddhist  | [ ]  | Christian | [ ]  |
| Hindu | [ ]  | Jewish | [ ]  | Muslim | [ ]  |
| Sikh  | [ ]  | Any other religion  | [ ]  | Prefer not to say | [ ]  |
| **7. What is your current work pattern?** |
| Full-time  | [ ]  | Part-time  | [ ]  | Job Share | [ ]  |
| Other | [ ]  |  |  | Prefer not to say | [ ]  |
| **8. Do you have caring responsibilities? (Tick all that apply)** |
| None  | [ ]  | Primary carer of a child/children (under 18)  | [ ]  | Primary carer of disabled child/children | [ ]  |
| Primary carer of disabled adult (18 and over) | [ ]  | Primary carer of older person (65 and over) | [ ]  | Secondary carer | [ ]  |
|  |  |  |  | Prefer not to say | [ ]  |
| **9. Where are you currently working?** |
| Home department of vacancy | [ ]  | Other government dept. | [ ]  | Wider Public Service | [ ]  |
| Voluntary Sector | [ ]  | Private Sector | [ ]  | Other | [ ]  |
|  |  |  |  | Prefer not to say | [ ]  |
| **10. Are you applying on promotion? (existing Civil Service applicants only)** |
| Yes  | [ ]  | No  | [ ]  | Prefer not to say | [ ]  |
| **11. Are you currently on a cross-government talent scheme? (existing Civil Service applicants only)** |
| Future Leaders Scheme | [ ]  | High Potential Development Scheme | [ ]  | Senior Leaders Scheme | [ ]  |
| Other | [ ]  | None | [ ]  | Prefer not to say | [ ]  |
| **12. Where did you hear about this job?** |
| From a Civil Service employee | [ ]  | From the Civil Service Jobs website | [ ]  | Guardian Jobs  | [ ]  |
| Executive Appointments / Financial Times | [ ]  | LinkedIn | [ ]  | TimesOnline | [ ]  |
| Twitter | [ ]  | Word of Mouth | [ ]  | Other | [ ]  |
|  |  |  |  | Prefer not to say | [ ]  |

**Thank you for completing this form**

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| **FOR OFFICAL USE ONLY** |
| Department reference code |  |
| Organisation reference code |  |
| Vacancy reference number |  |
| Pay Band |  |
| Status reference code |  |
| Profession reference code |  |
| Key Capability reference code |  |
| Exception 1: All male shortlist |  |
| Exception 2: All male panel |  |
| Exception 3: Internal campaign |  |