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**Linwoods Monitoring Questionnaire**

**Private and Confidential**

Ref No: HR/170 Applicant Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are an equal opportunities employer. We do not discriminate against job applicants or employees and we aim to select the best person for the job and all recruitment decisions will be made objectively. In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons:

Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.

Secondly, we also monitor the community background and sex of our job applicants and employees in order to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

Your identity will be kept anonymous and your answers will be treated with the strictest confidence and in line with the Data Protection Act 1998. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire.

**1. Community Background**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

**Please indicate the community to which you belong by ticking the appropriate box below**

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the

Roman Catholic communities:

*If you do not complete the above question, or if you tick the ‘not a member of either’ box, we are encouraged to use the residuary method of making a determination, which means that we can make a determination on the basis of personal information on file/ application form.*

**2. Gender**

Please indicate your sex by ticking the appropriate box below:

Male Female

***NOTE: If you answer these questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***

**3. Age**

Please state your date of birth:

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Disability**

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities.



**Do you consider that you are a disabled person?** Yes No

**If you answered ‘yes’, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment,** such as difficulty using your arms,

or mobility issues requiring you to use a wheelchair or crutches:

**Sensory impairment,** such as being blind or having a

serious visual impairment, or being deaf or having a

serious hearing impairment:

**Mental health condition,** such as depression or schizophrenia:

**Learning disability or difficulty**, such as Downs Syndrome or dyslexia,

or **Cognitive impairment** such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition,** such as cancer,

HIV infection, diabetes, epilepsy or chronic heart disease:

**Other** (please specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Rehabilitation of Offenders Order (NI) 1978 &** [**Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016**](http://www.irishstatutebook.ie/eli/2016/act/4/enacted/en/html) **(ROI)**

Have you any previous convictions for a criminal offence which are not spent under the Rehabilitation of Offenders Order (NI) 1978 or the [Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016](http://www.irishstatutebook.ie/eli/2016/act/4/enacted/en/html)

**YES / NO** If yes, please give details below including the offence and date and

 place of court hearing

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