**Annex C**

**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 Home Office 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **Forename(s):** |  | **Surname:** |  |
| **Role Applying For** |
|  |

|  |
| --- |
| **1. Sex** |
| Male | [ ]  | Female | [ ]  | Intersex | [ ]  |
| Other | [ ]  | 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  | [ ]  | Bi | [ ]  |
| Asexual | [ ]  | Pansexual | [ ]  | Other | [ ]  |
| Prefer not to say | [ ]  | Prefer another term (please provide details) |  |
| **6. Religion or belief (please tick one box only)** |
| No religion  | [ ]  | Buddhist  | [ ]  | Christian | [ ]  |
| Hindu | [ ]  | Jewish | [ ]  | Muslim | [ ]  |
| Sikh  | [ ]  | 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. Current Grade (for government employees)**  |
| SCS PB 2 | [ ]  | SCS PB 1 | [ ]  | G6 | [ ]  |
| G7  | [ ]  |  |  |
| **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. Where did you hear about this job?** |
| From a Civil Service employee | [ ]  | From the Civil Service Jobs website | [ ]  | LinkedIn | [ ]  |
| Vercida | [ ]  | Word of Mouth | [ ]  | Other | [ ]  |

**People with Disabilities:**

**Guaranteed Interview Request Form**

As a member of the Employers Forum on Disability, we are committed to actively encouraging applications from people with disabilities.

As part of our commitment to the Job Centre Plus Disability Symbol, applicants with a disability are guaranteed an interview if they meet the minimum criteria for a job vacancy. The job description gives you the minimum criteria.

Declaring a disability for the purposes of a guaranteed interview is your decision and is entirely voluntary.

**Definition of a disability**

The Equality Act 2010 (EA) generally defines a disabled person as:

* someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities.

We aim to select staff on suitability for the job and welcome your application if your disability does not stop you from doing the job in accordance with our responsibilities as an employer in accordance with the EA 2010.

**Please tick, if appropriate:**

[ ]  I consider that I have a disability under the terms of the Equality Act 2010 and wish to apply for a guaranteed interview, providing I meet the minimum criteria for the job vacancy.

Whether you choose to apply under the Guaranteed Interview Scheme or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the job or have questions regarding your application.

|  |  |
| --- | --- |
| Name: |       |
|  |  |
| Address: |       |
|  |  |
| Date: |       |  |

If you are applying under this scheme please complete this form and return it with your application form.

**Nationality Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **Forename(s):** |  | **Surname:** |  |
| **Surname at birth (if different):** |  | **Other surnames used:** |  | **Date of birth:** |  |
| **Nationality Details** |
| Town/country of birth |  |
| Nationality at birth (including dual)  |  |
| Nationality – current  |  |
| Passport number |  |
| Passport date of issue |  |
| Passport date of expiry |  |
| Issuing authority |  |
| **Address/Personal Details** |
| Full address |  |
| Date moved in |  |
| Other permanent address history (covering the last five years with dates resided at and postcodes): |  |
| National insurance number |  |
| **Security Clearance Details** |
| Current or most recently held security clearance (please tick) |
| Baseline | [ ]  | SC | [ ]  |
| CTC | [ ]  | DV | [ ]  |
| Expiry date |  | Issuing authority |  |

**Documentation Required at Interview**

If called to interview you will be asked to provide original documentation to verify your identity and to assist with pre-appointment checks.

**A current, valid travel document**, for example your passport. EEA citizens may bring either their national identity card or their passport and should also bring a residence card if they have one.

Plus **two** of the following:

Bank statements to cover the last six months;

1. Driving license (photocard license or paper version if you don’t have a photocard);
2. Utility bill / council tax bill sent to you at your given address and dated within the last six months;
3. Cheque book and bank card accompanied by three statements and proof of signature;
4. Credit card accompanied by three statements and proof of signature;
5. Credit card with your photograph on it.

**Plus** one of the following as evidence of employment or academic history;

1. Pay slip
2. P60
3. P45
4. Academic or Employment reference