



DIVERSITY QUESTIONNAIRE

(For completion by ALL APPLICANTS)

THIS INFORMATION IS NOT FOR USE IN THE SELECTION PROCESS.

Your completed diversity questionnaire should be e-mailed to recruitment@nationalschool.gsi.gov.uk or posted to Human Resources, National School of Government, Sunningdale Park, Larch Avenue, Ascot, Berkshire, SL5 0QE along with your completed application form.

Dear Applicant,

EQUAL OPPORTUNITIES AND DIVERSITY IN THE NATIONAL SCHOOL OF GOVERNMENT

Thank you for your interest in this vacancy and for applying to work at the National School of Government.

Please find attached a diversity-monitoring questionnaire, which I would be grateful if you would take a few minutes to complete and return with your application. The questionnaire is voluntary and seeks information on gender, ethnicity, disability and sexual orientation.

You may wonder why we ask for this information, so please let me explain why and how we use it.

The National School of Government is committed to providing equal opportunities for all. To this end, we constantly monitor and review our recruitment process to ensure that it adheres to this commitment and policy; and to ensure that no-one is disadvantaged at any stage of a recruitment competition. The questionnaires are not seen by any member of the sift or interview panel.

One way of monitoring is through the collection and analysis of statistical information. We therefore collect diversity data on applications made to the National School of Government. Your responses are entered onto a database and the data stored confidentially. From this we produce statistics (using percentages only, so no-one can be identified) to enable the department to look at the diversity profile of those applying to us, being short listed and being successful at interview. Through this we check that all groups of applicants are receiving equality of opportunity at every stage of the recruitment process and address any issues that may arise.

The questionnaires are held in line with the principles of the Data Protection Act (1998).

If you have any questions please do contact us.

Yours sincerely

Diane Lane
Head of Human Resources

DIVERSITY MONITORING QUESTIONNAIRE

NOTE: If you prefer, seal this form in an envelope with your name, job reference and ‘**monitoring form**’ written clearly on the front. Please attach securely to your application.

Vacancy Ref. No:

Your Date of Birth: DD/MM/YYYY

Which groups do you most identify with? Please tick only ONE box in each question from 1 to 4. The options are listed alphabetically.

Q1. ETHNICITY:

Asian	<input type="checkbox"/>	Bangladeshi
	<input type="checkbox"/>	Indian
	<input type="checkbox"/>	Pakistani
	<input type="checkbox"/>	Any Other Asian Background (specify if you wish)
Black	<input type="checkbox"/>	African
	<input type="checkbox"/>	Caribbean
	<input type="checkbox"/>	Any Other Black background (specify if you wish)
Chinese	<input type="checkbox"/>	Any Chinese background (specify if you wish)
Mixed Ethnic Background	<input type="checkbox"/>	Asian and White
	<input type="checkbox"/>	Black African and White
	<input type="checkbox"/>	Black Caribbean and White
	<input type="checkbox"/>	Any other Mixed ethnic background (specify if you wish)
White	<input type="checkbox"/>	British or Mixed British
	<input type="checkbox"/>	English
	<input type="checkbox"/>	Irish
	<input type="checkbox"/>	Scottish
	<input type="checkbox"/>	Welsh
	<input type="checkbox"/>	Other (specify if you wish)
Any Other Ethnic Background	<input type="checkbox"/>	Any other ethnic background (specify if you wish)

Q2. GENDER

Female Male

Q3. SEXUAL ORIENTATION

Heterosexual Bisexual Gay Man Gay Woman

Q4. DISABILITY

Do you consider yourself to have a disability? Yes No

GUARANTEED INTERVIEW SCHEME

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post as set out in the person specification. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence, as well as meeting any of the qualifications, skills or experience defined as essential. The National School of Government is committed to the employment and career development of all people with disabilities.

What do we mean by disability?

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

How do I apply?

Simply complete the declaration below and send it in with the main application form.

Please let us know if there are any special arrangements you need for your interview:

We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled people.

DECLARATION

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

Name:

Date:

Please sign here only if you consider yourself to have a disability and would like to apply under the Guaranteed Interview Scheme. Signature:

ANY FALSE DECLARATION OF DISABILITY TO OBTAIN AN INTERVIEW WILL SUBSEQUENTLY INVALIDATE ANY OFFER OF A POST