**ANNEX C**

**Diversity Monitoring Questionnaire**

The VTS has a policy of equal opportunity. Everyone who is eligible to join the VTS regardless of ethnicity, religion or belief, gender, marital status, disability, age, or sexuality, will receive equal treatment when applying for jobs.

As an organisation, we want to ensure that working in the VTS is a rewarding opportunity, which promotes the diverse talent that we have. To do this, we need to collect data on the make up of our workforce so that we can check whether our HR policies and systems (such as promotion, pay, access to learning and development, etc.) are operating fairly for all groups of staff. In addition, it will help us develop appropriate diversity and equal opportunities policies.

We would like to reassure you that the information you provide will be treated in the strictest confidence. Data will be held on the VTS’s Human Resource database, to which only a small number of authorised people have access. When the data is used, it will be for anonymous statistical and research purposes only. Data will **not** be used for selection purposes.

We would like to thank you in advance for your co-operation.

###### Post: Tribunal Clerk

**1 Name**

**2. What is your ethnic group?**

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background. *(groups are as recommended by Office for National Statistics from 2011 Census onwards)*

**A White B Mixed or multiple ethnic groups**

**[ ]** English, Welsh, Scottish, Northern Irish **[ ]** White and Black Caribbean

 or British

[ ]  Irish [ ]  White and Black African

[ ]  Gypsy or Irish Traveller [ ]  White and Asian

[ ]  Any other White background – [ ]  Any other Mixed or Multiple

 Please tick and state below: ethnic background - Please tick and state below:

**Annex C continued**

**C Asian or Asian British D Black, African, Caribbean or**

 **Black British**

**[ ]** Indian **[ ]** African

[ ]  Pakistani [ ]  Caribbean

[ ]  Bangladeshi [ ]  Any other Black, African or

 Caribbean background – Please

[ ]  Chinese tick and state below:

[ ]  Any other Asian background –

 Please tick and state below:

**E Other ethnic Group**

**[ ]** Arab

[ ]  Any other ethnic group,

 please tick and state below:

1. **Disability**

The Equality Act 2010 defines disability as ‘a physical or mental impairment that has a substantial and long-term adverse effect on [the person’s] ability to carry out normal day-to-day activities”. Case law has established that the disability could be physical, sensory or mental and must be expected to last at least 12 months.

Do you consider yourself to have a disability? Yes[ ]  No [ ]

If ‘Yes’ please specify nature of disability.

Do you need any special arrangements/facilities Yes[ ]  No [ ]

if you attend an interview?

Please state requirements in box below if you ticked ‘yes’

**4. Gender**

**5. Age (as at last birthday)**

1. **Marital Status**

**Please tick as appropriate**

Single [ ]  Cohabiting [ ]  Civil Partnership [ ]  Married [ ]  Divorced[ ]  Widowed[ ]