**IN CONFIDENCE**

***EQUAL OPPORTUNITIES MONITORING***

**PLEASE COMPLETE THIS FORM FULLY**

**Guidance Notes:**

We are an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious or similar philosophical belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. 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 to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

**You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so.**

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous, and your answers will be treated with the strictest confidence. 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. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

**Please tick the appropriate box**

SEX:

Male Female Prefer Not to Say

Prefer to self-identify as

MARITAL STATUS:

Single Married/Civil Partnership Other

DATE OF BIRTH:           

NATIONALITY:

Please indicate your perceived religious affiliation/community background by ticking one of the boxes below:

Protestant Community

Roman Catholic Community

Neither the Protestant nor the Roman Catholic Community

If you are currently residing in Northern Ireland, please state your full postcode:      

Indicate your sexual orientation:

Heterosexual  Asexual

Bisexual/pansexual  Prefer not to say

Homosexual  Prefer to identify as

Please tick the box that best describes your ethnic origin:

White European  White Non-European  Pakistani

Black African  Black Caribbean  Black Other

Chinese  Asian Other  Indian

Irish Traveller  Other *(please specify)*

The Lyric wishes to encourage suitably qualified people with disabilities to apply for jobs – all information will be treated in confidence.

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

Do you consider yourself to be/have a:

Non-Disabled  Cognitive or learning Disabilities

Hearing impairment  Other long term or chronic illness

D/deaf  Mental Health condition or difficulty

Physical disabilities  Other long term/chronic condition

Reduced physical capacity  Other *(please specify)*

Speech impairment  Prefer not to say

*Further information:*

Please give details and let us know if there is anything, we need to know to offer you a fair selection interview if you are shortlisted for the post or to facilitate you in the performance of the duties of the post if you are appointed.

                                                                      

Where did you see this job advertised?

**DO NOT PUT YOUR NAME ON THIS FORM**

Access to this information will be strictly controlled and will not be available to those considering your application for employment. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be available for any purpose other than equal opportunities monitoring. This form will be detached on receipt and will not be seen by the short-listing panel.

Please note that it is an offence for any person knowingly to give false information to another who is seeking that information to make a monitoring return.

Thank you for your co-operation.