**Diversity Monitoring**

As part of our commitment to promote diversity we monitor all applicants to ensure that we are providing equality of opportunity. In order to do this we would ask that you complete the following questionnaire and return it with your application.

Any information you provide will be used for no other purpose than as stated above and will be treated as confidential.

The “Questions and Answers” section overleaf explains our diversity monitoring and the reasons for doing it.

This form is divided into eight parts and you are asked to complete all sections.

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| 1. **ETHNIC ORIGIN** | |
| The groups listed below are ethnic categories used in the 2001 Census, and have not been created by British Judo. We appreciate that some people may prefer to classify ethnicity by reference to a different description. To allow effective and appropriate comparisons with national statistics we encourage you to classify yourself using the following categories. Which groups do you most identify with?  Choose **ONE** section from **A** to **E**, then tick the appropriate box to indicate your cultural background. A White B Mixed, Mixed British, Mixed English, Mixed Scottish, Mixed Welsh, Mixed IrishEnglish White and Black Caribbean Scottish White and Black African  Welsh White and Asian  Irish Any other Mixed background, please specify  Any other white background, please specify      C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh, or Asian Irish  Indian **D Black, Black British, Black English, Black Scottish, Black Welsh, or Black Irish**  African Pakistani Caribbean Bangladeshi Any other Black background, please specify  Any other Asian background, please specify      **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Chinese Irish F**  Not declared  Chinese  Any other background, please specify | |
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| 1. **DISABILITY**   A disabled person under the Disability Discrimination Act 1995 is described as anyone with “a physical 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”.  This definition can be broken down to help explain the meaning of disability. | |
| * Physical impairment * Mental impairment * Substantial * Long term * Normal day to day activity | examples would be blindness, deafness, paralysis of a leg, heart disease and progressive conditions  includes an impairment resulting from or consisting of a mental illness. Mental illness does not have to be clinically recognised to constitute a disability.  put simply, this means the effect of the impairment on ability to carry out normal day to day activities is more than minor or trivial.  has, or is likely to last at least 12 months.  i.e. normal for most people, and carried out on a regular basis, for example, washing, eating, catching a bus or turning on a television. |
| Do you consider yourself to have a disability? **Yes No**  If yes, please provide details of your disability and specify any adjustments we could make to accommodate your needs. | |
| 1. **GENDER**   Are you? **Male**  **Female**  **Transgender Male**  **Transgender Female** | |
| 1. **AGE (please tick the appropriate box)**   Are you? 16 - 24 25 – 34 35 – 44  45 – 54 55 - 64 65 + | |
| 1. **MARITAL STATUS**   Are you?  **Married**  **Unmarried**  **Same sex civil partnership** | |
| 1. **RELIGION OR BELIEF**   Are you? **Anglican** **Catholic** **Presbyterian** **Other Christian** **Buddhist**  **Hindu** **Jewish**  **Muslim**  **Sikh**  **Other Religion/Belief, please specify** | |

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| 1. **SEXUAL ORIENTATION**   We believe that it is helpful to gather this formation for the purpose of statistical analysis. Although analysis will be more effective if everyone provides a response, we appreciate that this is a sensitive and personal question and therefore please be aware that your response is voluntary.  Are you? **Heterosexual**  **Lesbian**  **Gay** **Bisexual**  **Transsexual** |
| 1. **CARING RESPONSIBILITIES**   Do you have any care responsibilities for anyone? **Yes No**  If **‘Yes’** are they?  **Children under 16 Sick or Elderly Disabled**  **ADDITIONAL INFORMATION**  Where did you see this position advertised? |

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

**QUESTIONS AND ANSWERS**

***Why monitor diversity?***

We are committed to a policy of encouraging diversity in all aspects of employment and in sport. The information provided by diversity monitoring will help us to comply with the law under the relevant Acts and to ensure that our employment policies and practices are fair and effective. The information provides us with a profile of the organisation so that we can assess the representation of different groups and whether more needs to be done to achieve equality of opportunity for colleagues and job applicants.

***What information will be collected?***

This questionnaire asks you to categorise yourself by ethnic group, marital status, disability, gender, religion/belief, sexual orientation and whether you have care responsibilities for anyone. This data will then be added to the information that is held on the computerised system in Human Resources.

***What will happen to the monitoring form?***

The form will be opened by a member of the HR team who will be responsible for the safe storage of the form until the data is entered onto the computer. **Only** HR colleagues have access to the computer system. The form will then be destroyed.

***What will the information be used for?***

This form will contain sensitive personal data which will only be processed in accordance with the Data Protection Act 1998.

The data will help us to review employment policies and practices, particularly where equality of opportunity is concerned.

Workforce Analysis is regularly carried out and actions taken to address findings.  **Individuals are not identifiable on any reports or summaries**.

***Who can I contact for additional information?***

Should you require any further information or advice, please contact Sally Hurman or Jo Illston