

Equal Opportunities Policy - Monitoring

In Confidence

▪ Policy

Community First is an equal opportunities employer. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, age, disability, race, marital status, sexual orientation, religion, colour, nationality or ethnic or national origin, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This principle will apply to recruitment, promotion, transfer, training, benefits, facilities, procedures and all the terms and conditions of employment. Selection criteria and procedures will be regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate and possible, special training to progress within the organisation.

Community First is committed to a programme of action to make this policy effective.

This policy also applies to registered Disabled Persons insofar as they can carry out a task within the medically advised limits of their disability.

▪ Recruitment Procedures

Throughout the process of recruitment and selection of staff, Community First takes steps to ensure that every effort is made to encourage applications from all sectors of the community and to ensure that applications are treated on an equal, unbiased and lawful basis by the use of objective criteria related solely to the responsibilities of the post and of the skills required of the person appointed.

▪ Monitoring

To enable this policy to be monitored and developed further, existing staff and applicants for new appointments are invited on a voluntary and confidential basis to complete the questions set out below. In the case of applicants for new appointments, this form will be separated on receipt from the rest of the application and will not be used in the consideration of applications for short-listing or appointment.

P.T.O.

a) **Title of post:**

b) **Ethnic Origin:** I would describe my cultural and ethnic origin as
(please tick as appropriate) -

Afro-Caribbean _____
Asian _____
White/European _____
Other (please specify) _____

c) **Sex** (please delete as appropriate) Male / Female

d) **Date of Birth** Date..... Month Year

e) **Disability**

- (i) Do you consider yourself disabled? Yes / No
(ii) Are you registered as disabled? Yes / No
(iii) If you have answered **Yes** to either (i) or (ii) above, please
describe briefly the nature of the disability

e) **Name and Initials** _____

f) **Signed** _____ **Date** _____

Upon completion, this form should be sent either with the application for the appointment or under separate personal cover to the Human Resources Department, Community First, Wyndhams, St Joseph's Place, Devizes, Wiltshire, SN10 1DD.