



DFI

Department
for
International
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Dear Candidate

RECRUITMENT MONITORING

The Department for International Development is an equal opportunities employer. In order that DFID can monitor the effectiveness of our advertising strategies and recruitment programmes to ensure they are open to all sections of the community, we have designed a Diversity Questionnaire with the intention of having a separate, confidential record of your name, gender, age, ethnic origin, whether you have a disability, and where you obtained information about the vacancy you have applied for.

To assist us in this, it would be helpful if you would take the time to complete this questionnaire in full. After completion, please return the questionnaire to Human Resources Operations Department (Team 6), AH375, Abercrombie House, Eaglesham Road, East Kilbride, Glasgow G75 8EA, using the envelope provided. The information contained in this questionnaire will be treated as confidential and the information you provide will be used for monitoring purposes only and will not be seen by any person involved in selection for the post for which you are applying.

Your Information

The Data Protection Act 1998 gives rights to individuals in respect of personal data held about them by others and as directed by the Act, you should know the following:

DFID is the Data Controller and is registered with the Information Commissioner for the purposes of the Data Protection Act 1998 (DPA).

This information you provide about your age, ethnic origin, disability, gender and where you obtained details about this vacancy is gathered for the purposes of



INVESTOR IN PEOPLE

monitoring the effectiveness of our diversity agenda and Equal Opportunities Policy. We must ensure that DFID is meeting its obligations under the Race Relations Amendment Act 2000 and the Disability Discrimination Act. However this information is only used for research and statistical analysis.

Information on ethnic origin, disability and gender is defined by the DPA as “sensitive”. It is not mandatory to supply “sensitive” information, but should you do so it will not affect your application in any way.

The information you give will be held on both manual and electronic systems by DFID.

If you are appointed we will use the information you provided on disability to ensure that we are meeting our obligations under the Disability Discrimination Act to make reasonable adjustment to the work place so that a disabled person is not at any substantial disadvantage compared to a non-disabled person.

We will in addition provide The Cabinet Office with information on ethnic origin, disability and gender in anonymous form for research and statistical analysis.

Any other disclosures will only be made if we are required to do so by any court order or similar process, or as required by law.

Thank you for your co-operation.

Human Resources Operations Department

DEPARTMENT FOR INTERNATIONAL DEVELOPMENT

YOUR NAME:

JOB APPLIED
FOR :

GENDER and AGE

YOUR GENDER:

YOUR AGE (please tick one box only)

- 16-19
- 25-29
- 35-39
- 45-49
- 55-59
- 65-75

- 20-24
- 30-34
- 40-44
- 50-54
- 60-64

ETHNIC ORIGIN

The Department for International Development is an equal opportunities employer. We want to ensure that all applicants are treated equally whatever their race, colour or ethnic origin. To do this we need to know about the ethnic origin of people who apply to join us. We should therefore be grateful if you would complete the following Questionnaire. Your answer will be treated in the strictest confidence and will not affect your job application in any way. The categories below reflect those used in the 2001 Census, which were agreed with the Commission for Racial Equality.

Which groups do you most identify with? (The options are listed alphabetically)

Please tick only **ONE** box in **column A** **and** **ONE** box in **column B**

Column A

- (A) British or Mixed British
 - (B) English
 - (C) Irish
 - (D) Scottish
 - (E) Welsh
 - (F) Or any other? (specify if you wish)
-

Column B

ASIAN

- (A) Bangladeshi
 - (B) Indian
 - (C) Pakistani
 - (D) Any other Asian background (specify if you wish)
-

BLACK

- (E) African
 - (F) Caribbean
 - (G) Any other Black background (specify if you wish)
-

CHINESE

- (H) Any Chinese background (specify if you wish)
-

MIXED ETHNIC BACKGROUND

- (I) Asian and White
 - (J) Black African and White
 - (K) Black Caribbean and White
 - (L) Any other Mixed ethnic background (specify if you wish)
-

WHITE

- (M) Any White background (specify if you wish)
-

ANY OTHER ETHNIC BACKGROUND

- (N) Any other ethnic background (specify if you wish)
-

Date:

DISABILITY

DISABILITY DISCRIMINATION ACT 1995

A disabled person is defined under the Disability Discrimination Act 1995 (DDA) as someone with a **'physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day-to-day activities.'**

Do you consider yourself disabled under the terms of the Disability Discrimination Act?

YES

NO

If **YES**, please specify below (by ticking the appropriate box(es)) what your disability(ies) is/are.

- | | | |
|----------|--------------------------|-------------------------------------|
| A | <input type="checkbox"/> | Hearing impairment |
| B | <input type="checkbox"/> | Visual impairment |
| C | <input type="checkbox"/> | Speech impairment |
| D | <input type="checkbox"/> | Mobility impairment |
| E | <input type="checkbox"/> | Physical co-ordination difficulties |
| F | <input type="checkbox"/> | Reduced physical capacity |
| G | <input type="checkbox"/> | Severe disfigurement |
| H | <input type="checkbox"/> | Learning difficulties |
| I | <input type="checkbox"/> | Mental illness |
| J | <input type="checkbox"/> | Other (please specify) |

If you have more than one disability, please specify in the box below, using the corresponding letter, what you consider to be your primary disability.

ADVERTISING EFFECTIVENESS

DFID internally monitors the effectiveness/impact of advertising vacancies and is constantly seeking to put the various forms of advertising to the best use to attract as diverse a range of candidates as possible.

We recognise that you may have learnt about the vacancy from various sources, but we want to know the key source of how you became aware of this vacancy. Therefore, please only tick **one** box on the questionnaire below:

HOW DID YOU GET DETAILS OF THIS VACANCY?

Publication
(please specify which newspaper(s) or magazine(s) you saw the advert in)

.....
.....
.....

DFID Website

Other Website
(please specify from which website(s) you saw the advert)

.....
.....

Job Centre

Word of Mouth

FOR HROD PURPOSES ONLY

Recorded

Date