

Diversity Monitoring Questionnaire

Name		Job Reference Number:	
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Help us by completing this questionnaire

The Highways Agency is an equal opportunities employer. We welcome applications from suitably skilled candidates from all sections of the community, and all backgrounds, as we value diversity and aspire to reflect this in our workforce. Monitoring the recruitment and selection procedures is one way of helping to ensure that there is no unfair discrimination in the way we recruit people.

Please see Guidance Notes for further details.

How you can help us

To do this we need to know about the diversity profile of people who apply for posts in the Highways Agency.

The information you give us will be separated from your application form on receipt and will not form part of the application process. You do not have to complete all sections, however any information you can provide is useful to us.

Data Protection Act 1998

The Highways Agency will record the information given for the purposes of recruitment and selection monitoring. If you become an employee of the Highways Agency, the information will be processed for the purpose of personnel administration only. The information will be retained on a database with restricted access for monitoring purposes only.

Gender / Age Details

Age		What is your date of birth?	
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Gender (please indicate with a 'Y')?	Male		Female	
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Ethnic Origin

Which groups do you identify with? Please put a cross (x) in **ONE** box in Column A and **ONE** box in Column B. (The options are listed alphabetically).

Column A		
A	<input type="checkbox"/>	British or Mixed British
B	<input type="checkbox"/>	English
C	<input type="checkbox"/>	Irish
D	<input type="checkbox"/>	Scottish
E	<input type="checkbox"/>	Welsh
F	<input type="checkbox"/>	Or any other? (specify if you wish)

Column B		
Asian		
A	<input type="checkbox"/>	Bangladeshi
B	<input type="checkbox"/>	Indian
C	<input type="checkbox"/>	Pakistani
D	<input type="checkbox"/>	Any other Asian background (specify if you wish)
Black		
E	<input type="checkbox"/>	African
F	<input type="checkbox"/>	Caribbean
G	<input type="checkbox"/>	Any other Black background (specify if you wish)
Chinese		
H	<input type="checkbox"/>	Any Chinese background (specify if you wish)
Mixed Ethnic background		
I	<input type="checkbox"/>	Asian and White
J	<input type="checkbox"/>	Black African and White
K	<input type="checkbox"/>	Black Caribbean and White
L	<input type="checkbox"/>	Any other Mixed ethnic background (specify if you wish)
White		
M	<input type="checkbox"/>	Any White background (specify if you wish)
Any other Ethnic background		
N	<input type="checkbox"/>	Any other Ethnic background (specify if you wish)

Religion or Belief

Do you follow a particular religion or hold a religious or similar philosophical belief?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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If "Yes" please specify

Sexual Orientation

How would you describe your sexual orientation – please put a cross (x) in one of the following boxes.

Bisexual	<input type="checkbox"/>	Gay man	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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Disability

The Disability Discrimination Act 1995 (DDA) defines a disability as a physical or mental impairment, which has a substantial and long term (i.e. more than 12 months) adverse effect on a person's ability to do normal daily activities. You may still be considered to have a disability if you are not currently adversely affected but the impairment is likely to recur.

Guaranteed Interview Scheme (GIS)

Disabled applicants who meet the essential criteria and minimum standard will be interviewed.

Do you consider yourself to be disabled within the definition of the DDA?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'Yes' please give details of your disability

All Highways Agency posts are open to Job Sharing unless otherwise stated.

These forms are available in large print or Braille.



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