

# Diversity monitoring form

What is your name?

.....

What role are you applying for?

.....

## Section A

We are committed to recruiting public appointees that reflect the diverse communities we serve. To do this we need your help in filling out a short monitoring form. The information you provide will help support us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates. You can select "prefer not to say" if you would rather not answer any question.

The information you provide in section A will:

- **not** be used as part of the selection process;
- **not** be seen by the interview panel;
- **only** be used by the department, the Commissioner for Public Appointments and the Cabinet Office for statistical purposes. No information will be published which allows any individual to be identified.

The form should only take a few minutes to complete.

We thank you in advance for your support.

### 1) What is your gender?

Male

Female

I prefer not to say

I self-identify as:

.....

**2) Disability**

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Yes

No

I prefer not to say

If you have answered yes to the question above, does your condition or illness/do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

Yes, a lot

Yes, a little

No

More information on disability can be found on the [Public Appointments](#) website.

**3) Ethnicity**

Please choose one of the following options that most accurately describes your ethnic group or background.

**White**

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy or Irish Traveller

Any other White background, please describe:

.....

**Mixed/multiple ethnic groups**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic background, please describe:

.....

**Asian / Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please describe:

.....

**Black African/Caribbean/Black British**

African

Caribbean

Any other Black/African/Caribbean background, please describe:

.....

**Other ethnic group**

Arab

Any other ethnic group, please describe:

.....

I prefer not to say

**4) Age**

What was your age group at your last birthday?

16 to 24

25 to 34

35 to 44

45 to 54

55 to 64

65 to 74

75 to 84

85 and over

I prefer not to say

**5) Sexual orientation**

Bisexual

Gay or lesbian

Heterosexual

Other

I prefer not to say

## **6) Religion or belief**

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

No religion or atheist

I prefer not to say

## **7) Main residence**

Which region does your main residence fall within?

North East

North West

Yorkshire and Humberside

East Midlands

West Midlands

East

London

South East

South West

Wales

Scotland

Northern Ireland

I prefer not to say

Other

## 8) Professional background

Please tick the occupational sector box that best describes your main employment, if any:

Mostly Civil Service

Mostly Private Sector

Mostly Third Sector

Mostly wider Public Sector

Mixed

Other

I prefer not to say

## 9) Other public appointments held

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It does not include sitting as a school governor, being a magistrate or any positions within charities.

How many other public appointments do you currently hold?

1

2

3

4

5

6

7

8

9

10 or more

I prefer not to say

## Section B

**Only the information provided in section B will be made available to the panel if you are called for interview.**

### 10) Significant political activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold.

Have you undertaken any significant political activity for a political party in the past five years?

Yes

No

If yes, please indicate for which party/parties:

.....

Public appointments are made by Ministers, after a fair and open process, based on merit in accordance with the Cabinet Office Governance Code and the Public Appointments Order in Council. By completing this diversity monitoring form you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998. Your personal data will always be treated in confidence and when anonymised with data from other applicants will help compile the Annual Statistical Bulletin of the Commissioner for Public Appointments.

Your responses to questions regarding your gender, if you are disabled, your ethnic group, sexual orientation, your religion or belief, your age, principle residence and professional background will **never** be made available to the panel considering your application.

This diversity information is collected by government departments managing appointments to the board of public bodies, on behalf of the Cabinet Office and The Office of the Commissioner for Public Appointments (OCPA). This data will not be connected to your name when it is shared, it is supplied anonymously.

OCPA collects diversity information in order to produce management information about the public appointments process, and the diversity of the field of applicants. It will be published in OCPA's annual report and website, in aggregated form. Departments, including the Cabinet Office, collect this data to enable government to

meet its public sector equality duty under section 149 of the Equality Act 2010 and section 75 of the Northern Ireland Act 1998. It will be published in aggregated form. For full information about how we handle your data please see our [privacy notice](#).

This data is collected and held on the basis that you consented to provide this information to departments alongside your application and you have not given notice that you do not wish for your data to be processed for this purpose.

This data may be held for up to 3 years by OCPA, Cabinet Office and the Government Department, who are the co-controllers of the data. This data is shared with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.