

Recruitment Monitoring Form

Strictly confidential



South
Cambridgeshire
District Council

To measure the effectiveness of the council's equal opportunity policy we need to monitor the number of applicants and employees, particularly in relation to ethnic origin, sex and disability. For this reason, we have asked you to provide the information requested in this form, which will be kept separate from your application. The information is confidential and will be used to monitor the effectiveness of the Council's equal opportunity policy. It will not be possible to identify individuals from the summary statistics reported.

Please complete and return this form via email to HR-Payroll@scams.gov.uk or return to The Human Resources Team, South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA marked "PRIVATE & CONFIDENTIAL"

The classifications we have used are those currently recommended by the Commission for Racial Equality. If you wish to classify yourself in some other way please use the "Any other ethnic group" box.

Post title and Reference

Gender Male Female

Marital Status Single Married Divorced Separated Widowed
 Civil Partnership

Age Band 16-19 20-29 30-39 40-49 50-59
 60-64 65+ Date of birth

White British Irish Gypsy/Roma Traveller of Irish Heritage

Any other white background (please write in)

Mixed White & Black Caribbean White & Black African
 White & Asian

Any other mixed background (please write in)

Asian or Asian British Indian Pakistani Bangladeshi

Any other Asian background (please write in)

Black or Black British Caribbean African

Any other Black background (please write in)

Chinese or other ethnic group Chinese

Any other ethnic group (please write in)

Do you have a disability? (see overleaf for definition)
Please answer Yes or No

If Yes, What categories
(see overleaf for key)

Type of Disability
(Please describe in more detail if you are happy to do so)

I understand that the information I have supplied will be retained and used for equal opportunity monitoring purposes using a computer.

Signature

Name

Date

Definition of Disability

The Disability Discrimination Act 1995 definition of a disability is:

A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

The definition is intended to include all forms of physical and mental disability including sensory impairment, mental illness and learning disabilities. Mental impairments are those that are clinically recognised conditions.

It includes people who have a disability or who have had one in the past.

The guidance says that, for an impairment to have a "substantial" adverse effect, it must not be minor or trivial.

"Long term" means that it should have lasted or be expected to last at least 12 months or be likely to recur. A condition which a person is likely to recover from within 12 months, would not be considered a disability.

If you are receiving on-going treatment for a long term condition, you should consider what the effect of the condition would be on normal day to day activities **without** the medication or treatment.

The Act says that there is only an effect on a person's ability to carry out normal day to day activities if the impairment affects any of the following:

- Mobility - moving unaided from place to place
- Physical co-ordination
- Memory or the ability to concentrate, learn or understand everyday objects
- Manual dexterity—use of the hands
- Continence
- Perception of the risk of physical danger
- Ability to lift, carry or otherwise move
- Speech, hearing, sight

The following are some examples of impairments or long term conditions that could be considered as a disability under the Disability Discrimination Act (DDA) definition. It is not an exhaustive list, but is intended to give you a guide as to what might be included.

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| D1 Limited physical mobility | D12 Crohn's disease |
| D2 Upper limb disorders (e.g. repetitive strain disorders) | D13 Muscular dystrophy |
| D3 Long term back/neck problems | D14 Multiple sclerosis |
| D4 Arthritis | D15 Severe allergies |
| D5 Hearing impairment | D16 Heart/circulation complaints |
| D6 Sight impairment | D17 Clinical depression |
| D7 Speech impairment | D18 Schizophrenia |
| D8 Dyslexia | D19 Manic depressive illness |
| D9 Severe facial disfigurement | D20 Learning disability |
| D10 Epilepsy | D21 Severe agoraphobia |
| D11 Diabetes | D22 Other (please specify) |

Do not declare a sight impairment if your sight is corrected by wearing spectacles or contact lenses. (The same does not apply to people wearing hearing aids for hearing impairments). Personality disorders (e.g. kleptomania) are excluded as are disfigurements caused by tattoos and body piercing. Alcohol and drug dependency are also excluded although illnesses caused by them (such as cirrhosis of the liver) are included.