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Ref No; (office use only)

**EQUAL OPPORTUNITIES IN EMPLOYMENT**

**How we use the information in this form**

We are committed to handling and using the information that you provide in this form to the strictest, secure and most confidential standards in accordance with data protection laws. We will ensure that access is restricted to only relevant staff members as part of the recruitment process, and we will not share any of this information, unless we are legally permitted or required to do so. This includes sharing this information in statistical format with the Scottish Housing Regulator. We will not keep this information for longer than we need it and will securely destroy it when it is no longer required.

You do not need to answer every question, but by answering as many questions as possible, you will help us meet your needs better. We provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

The following sets out important details about why and how we handle and use this information. Please read it carefully before completing the form. Please contact us if you do not understand something or if you require further information.

**Why do we collect equality information?**

We use equality information for a range of purposes, including to help us to:

* plan and deliver an effective recruitment process and meet our legal and regulatory obligations;
* protect and promote your rights and interests;
* promote equality objectives throughout the recruitment process and assess the impact of the activities, policies and practices that we adopt in promoting such objectives;
* take account of religious beliefs as part of the recruitment process, for example, religious holidays or prayer time commitments when arranging an interview with you;
* understand if you have any particular support needs and / or accessibility requirements to allow us to meet our legal duty to make reasonable adjustments;
* address, with sensitivity, the needs of trans individuals as part of the recruitment process;
* identify and address our job applicants’ needs, and improve our recruitment process;
* promote positive action initiatives that address the under-representation of particular groups; and
* identify, address and eliminate any form of discrimination as part of the recruitment process.

**What is our legal basis for handling and using equality information?**

Data protection laws require us to have a legal reason for handling and using equality information. Our legal reasons are:

* to comply with the laws that apply to us. This includes the legal duty to eliminate unlawful discrimination contained in employment law and the Scottish Housing Regulator’s Regulatory Framework, which requires us to collect equality information;
* your explicit consent. By answering the questions in this form and returning the form to us, you are providing your explicit consent to us handling and using the information you provide in the ways outlined in the “Why do we collect equality information?” section (above). You have the right to withdraw your consent at any time by contacting us; and

that the handling and use of equality information is necessary for reasons of substantial public interest for the purposes of identifying and keeping under review the equality of opportunity or treatment between groups of people to enable such equality to be promoted or maintained. This only applies to equality information: revealing racial or ethnic origin; revealing religious or philosophical beliefs; regarding health; and relating to sexual orientation. It only concerns the following groups of people: people of different racial or ethnic origins; people holding different religious or philosophical beliefs; people with different states of physical or mental health; and people of different sexual orientation.

**Other formats**

We can provide this document in alternative formats e.g. large print, other languages if you require.

Sex

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What is your sex? | Female |  | Male |  | Intersex |  |
| Prefer not to say | | | | | |  |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

Please insert an X in the box if you to discuss this matter in confidence

**Age**

Note: We may request a specific date of birth in certain forms when this is required in law. For example, we need to know the age of housing applicants as a person can only be registered on our housing list/register if the person is 16 years of age.

|  |  |
| --- | --- |
| **What is your date of birth?** (DD/MM/YYYY) |  |
| Prefer not to say |  |

**Alternative format:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please tick the band for your age:** | 16–24 |  | 25–34 |  |
| 35–44 |  | 45–54 |  |
| 55–65 |  | 65+ |  |
| Prefer not to say |  | | | |

|  |  |
| --- | --- |
|  |  |

Disability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you a disabled person? | Yes |  | No |  |

If yes, please tick the box which category you would use from the following list:

|  |  |  |
| --- | --- | --- |
| Autoimmune: (for example, multiple sclerosis, HIV, Crohn’s/ulcerative colitis) | |  |
| Learning difficulties: (for example, Down’s Syndrome) | |  |
| Mental health issue: (for example, depression, bi-polar) | |  |
| Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia) | |  |
| Physical impairment: (for example, wheelchair-user, cerebral palsy) | |  |
| Sensory impairment – hearing impairment | |  |
| Sensory impairment – visual impairment | |  |
| Other: If none of the categories above apply to you, please specify the nature of your impairment. | |  |
| Prefer not to say |  | |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence: |  |

Ethnicity

Please tick the box that best describes your particular ethnic group:

**African**

|  |  |  |
| --- | --- | --- |
| African, African Scottish or African British: | |  |
| Other African background (please specify): |  | |

**Asian, Scottish Asian or British**

|  |  |  |
| --- | --- | --- |
| Bangladeshi, Bangladeshi Scottish or Bangladeshi British: | |  |
| Indian, Indian Scottish or Indian British: | |  |
| Pakistani, Pakistani Scottish or Pakistani British: | |  |
| Chinese, Chinese Scottish or Chinese British: | |  |
| Other Asian background (please specify): |  | |

**Black or Caribbean**

|  |  |
| --- | --- |
| Caribbean, Caribbean Scottish or Caribbean British |  |
| Black, Black Scottish or Black British |  |
| Other Caribbean or Black background (please specify) |  |

**Mixed groups**

|  |  |
| --- | --- |
| Mixed or multiple ethnic group (please specify) |  |

**White**

|  |  |
| --- | --- |
| English |  |
| Gypsy Traveller |  |
| Irish |  |
| Polish |  |
| Roma |  |
| Scottish |  |
| Welsh |  |
| Other British |  |
| Other group (please specify your ethnic group) |  |
| Prefer not to say |  |

Please use the space below to advise us if you have any particular requirements:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence: |  |

|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence: |  |

Consent

By completing and submitting this form, you consent to us handling and using the personal information you provide in this form as set out in the “How we use the information in this form” section (above). You can withdraw your consent at any time by contacting us.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |