



Dear Candidate,

RECRUITMENT MONITORING

The Caribbean and African Health Network is an equal opportunities employer.

In order that CAHN 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, where you obtained information about the vacancy you applied for and information about the protected characteristics within the Equality Act 2010 listed below:

- Age
- Disability
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief – this includes non-belief
- Sex
- Sexual orientation

To assist us in this, it would be helpful if you would take the time to complete this questionnaire in full. Please ensure that you include your name and vacancy title on each page in the boxes provided. After completion, please return the questionnaire to email to: hr@cahn.org.uk

The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes. This information 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 and General Data Protection Regulation 2018 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:

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

The diversity information you provide will enable Cahn to monitor the effectiveness of our Equal Opportunities Policy and meet our legal obligations under the Equality Act 2010. Effective monitoring is an important tool for measuring performance and progress towards

equality and diversity goals and in ensuring a truly inclusive working environment. This information is only used for research and statistical analysis.

Diversity information 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 CAHN.

If you are appointed we will also use the information you provided on disability to ensure that we are meeting our obligations under the Equality Act 2010 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.

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.

CAHN Recruitment Team

DIVERSITY MONITORING FORM

SURNAME:

JOB APPLIED FOR:

FIRST NAME:

AGE

What is your age? Please mark 'X' in one box only

16-19	20-24	<input type="checkbox"/>	<input type="checkbox"/>
25-29	30-34	<input type="checkbox"/>	<input type="checkbox"/>
35-39	40-44	<input type="checkbox"/>	<input type="checkbox"/>
45-49	50-54	<input type="checkbox"/>	<input type="checkbox"/>
55-59	60-64	<input type="checkbox"/>	<input type="checkbox"/>
65+		<input type="checkbox"/>	<input type="checkbox"/>

DISABILITY

A disabled person is defined under the Equality Act 2010 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 to be disabled under the Equality Act 2010? Please mark 'X' in the appropriate box.

YES

PREFER

NO

NOT

TO

DON'T KNOW

SAY

If **YES**, please answer the following question; otherwise proceed to the next section.

Please indicate by marking 'X' in the appropriate box, mark all that apply.

- A Hearing impairment
- B Visual impairment
- C Speech impairment
- D Mobility impairment
- E Physical co-ordination difficulties
- F Reduced physical capacity
- G Severe disfigurement
- H Learning difficulties (e.g. dyslexic)
- I Mental ill health
- J Progressive conditions
- K Other (please specify)

REASONABLE ADJUSTMENTS

The Equality Act 2010 requires all employers to make reasonable adjustments for disabled employees.

DFID uses the social model to inform disability action planning. This means concentrating on the environment, removing barriers wherever possible that get in the way of a disabled person from doing their job. Should you be successful in your appointment to the post, do you require any reasonable adjustments to be put in place?

Please specify in the box below:

ETHNIC ORIGIN

The Caribbean and African Health Network (CAHN) wants 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. These categories were used in the 2011 Census and are listed alphabetically. Which groups do you most identify with?

Please mark 'X' in only **ONE box in column A** and only **ONE box in column B**

COLUMN A

COLUMN B

WHITE

ASIAN

(A) British or Mixed British

(A) Bangladeshi

(B) English

(B) Indian

(C) Irish

(C) Pakistani

(D) Scottish

(D) Any other Asian

background (please specify)

(E) Welsh

(F) Any other? (please specify)

BLACK

(E) African

(F) Caribbean

(G) Any other Black background (please specify)

CHINESE

(H) Any Chinese background (please specify)

MIXED ETHNIC BACKGROUND

(I) Asian and White

(J) Black African and White

(K) Black Caribbean and White

(L) Any other Mixed ethnic background

(please specify)

WHITE

(M) Any White background (please specify)

ANY OTHER ETHNIC BACKGROUND

(N) Any other ethnic background (please specify)

Date:

NB: For statistical purposes, all boxes in Column B, other than Box M, count as 'ethnic minority' representation.

SEX

Please state your sex:

Female

Male

SEXUAL ORIENTATION

CAHN wants to ensure that all applicants are treated equally whatever their sexual orientation. To do this we need to know about the sexual orientation of people who apply to join us. We should therefore be grateful if you would complete the following question. Your answer will be treated in the strictest confidence and will not affect your job application in any way.

Which group do you most identify with? The options are listed alphabetical order.

Please mark 'X' in **one** box only:

(A) Bi-Sexual

(B) Lesbian/Gay

(C) Trans

(D) Heterosexual/straight

(E) Other

(F) Prefer not to say

RELIGION OR BELIEF

What is your religion or belief (including non-belief)? Please mark 'X' in the box below as appropriate.

Christian – Catholic	Agnostic	<input type="checkbox"/>	<input type="checkbox"/>
Christian – Protestant	Atheist	<input type="checkbox"/>	<input type="checkbox"/>
Christian – Other	Sikh	<input type="checkbox"/>	<input type="checkbox"/>
Bah'ai	Rastafarian	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	No religion or belief	<input type="checkbox"/>	<input type="checkbox"/>
Buddhist	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>
Humanism	Any other religion or belief	<input type="checkbox"/>	<input type="checkbox"/>
Jain		<input type="checkbox"/>	<input type="checkbox"/>
Jewish		<input type="checkbox"/>	<input type="checkbox"/>
Muslim		<input type="checkbox"/>	<input type="checkbox"/>

below, if you wish.

Please specify

ADVERTISING EFFECTIVENESS

YOUR NAME:

JOB APPLIED FOR:

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 how you became aware of this vacancy.

HOW DID YOU GET DETAILS OF THIS VACANCY? Please mark 'X' in the appropriate box(es) below:

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

.....

CAHN Website

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

.....

Word of Mouth

FOR CAHN PURPOSES ONLY

Recorded:

Date:

Diversity Monitoring Form updated January 2021