# Equal Opportunities Monitoring Form

## Completing this survey is optional. Your answers to the questions in this survey are stored anonymously and cannot help or harm your application in any way.

The data we collect through this form helps us to understand the diversity of people who apply for roles and enables us to take steps to remove potential barriers in our recruitment process.

Your privacy: Information collected through this form is anonymous. Statistics may be used in internal and external reports about diversity in WWA and the wider sector. Your individual data will be deleted after six years. Our privacy statement has more information on how we keep your data confidential and secure during this time: <https://www.welshwomensaid.org.uk/privacy/>

### Please type an X in the box below if you are happy for us to use your data this way.

|  |
| --- |
|  |

### What role are you applying for / did you apply for?

|  |
| --- |
|  |

Please continue to the next page.

For each question in this survey, please type an ‘X’ in the box next to the option you want to select. If you want to skip a question, please type an ‘X’ in the box next to ‘Prefer not to say.’

Language   
The Welsh language standards were established in law in 2011 to promote and facilitate the Welsh language and ensure that it is not treated less favourably than the English language in Wales. The question below relates specifically to these standards, but WWA recognises that many people in Wales have a first language other than English or Welsh.

What is your primary / preferred language? The choices below are in alphabetical order.

|  |  |
| --- | --- |
|  | English |
|  | Welsh |
|  | None of the above. Please tell us your primary / preferred language here: |
|  | Prefer not to say. |

Protected Characteristics   
The Equality Act 2010 makes it illegal for anyone to discriminate against someone because of their age, race, disability, sex, sexual orientation, religion, or belief. Employers also must demonstrate that they do not discriminate against anyone because of their relationship status, pregnancy, or maternity. The questions on the next two pages relate to these 'protected characteristics.'

### Please tell us your age using the options below.

|  |  |
| --- | --- |
|  | 18 – 25 years old |
|  | 26 – 35 years old |
|  | 36 – 45 years old |
|  | 46 – 55 years old |
|  | More than 55 years old |
|  | Prefer not to say |

Please continue to the next page.

Which of the following best describes your ethnic group or background? The choices below are listed in alphabetical order and reflect those used in the 2021 UK Census. You also have the option to self-describe your ethnicity.

|  |  |
| --- | --- |
|  | Asian British: Chinese |
|  | Asian British: Bangladeshi |
|  | Asian British: Indian |
|  | Asian British: Pakistani |
|  | Black British: African |
|  | Black British: Caribbean |
|  | Black: Any other ethnicity or background |
|  | Mixed / Multiple ethnic groups: White and Asian |
|  | Mixed / Multiple ethnic groups: White and Black African |
|  | Mixed / Multiple ethnic groups: White and Black Caribbean |
|  | White: British, Welsh, English, Scottish, or Northern Irish |
|  | White: Gypsy, Roma, or Irish Traveller |
|  | White: Irish |
|  | White: Other ethnicity or background |
|  | Other: Includes Arab and any other ethnic group |
|  | Choose this option to describe your ethnicity in your own words: |
|  | Prefer not to say |

Which of the following best describes your religious belief?The choices below are in alphabetical order and reflect the most common responses from Welsh residents in the 2011 UK Census.

|  |  |
| --- | --- |
|  | Buddhist |
|  | Christian |
|  | Hindu |
|  | Jewish |
|  | Sikh |
|  | No religion |
|  | Other. Please tell us how you would describe your religious belief: |
|  | Prefer not to say |

Please continue to the next page.

Do you consider yourself to have a disability?The Equality Act 2010 defines having a disability as having "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."

|  |  |
| --- | --- |
|  | Yes. |
|  | No |
|  | Prefer not to say. |
| If Yes, how do you describe your disability? This part of the question is optional. | |

Which of the following best describes your current relationship situation? The options below are in alphabetical order.

|  |  |
| --- | --- |
|  | Civil partnership |
|  | Cohabiting |
|  | Married |
|  | Single |
|  | Widowed |
|  | None of the above. Please tell us how you would describe your relationship situation: |
|  | Prefer not to say |

Sex, sexual orientation, and gender reassignment are all protected characteristics under the Equality Act 2010. As an intersectional feminist organisation, we recognise that the relationship between the words 'gender,' 'sex' and 'sexuality' is complex.

### How would you describe your sex?

|  |  |
| --- | --- |
|  | Female |
|  | Male |
|  | Neither of the above. Please tell us what term you use: |
|  | Prefer not to say |

### Is your gender identity now the same as the gender identity you were assigned at birth?

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Not sure |
|  | Prefer not to say |

**Which of the following best describes your sexual orientation?** The choices below are in alphabetical order and reflect the most common responses in the Welsh Annual Population Survey of 2019.

|  |  |
| --- | --- |
|  | Bisexual |
|  | Gay |
|  | Heterosexual or Straight |
|  | Lesbian |
|  | None of the above. Please tell us what term you use: |
|  | Prefer not to say |

Socio-economic Background   
We want to ensure that our recruitment processes do not disadvantage any socio-economic backgrounds. The UK Civil Service developed the questions below, which they and many other employers use to measure socio-economic diversity within UK organisations.

These questions ask about your childhood circumstances, which we recognise is sensitive and can feel personal or uncomfortable. In every case, you have the option to answer in your own words or to choose 'prefer not to say.'

### When you were 14 years old, did you live in the UK?

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Prefer not to say |
|  | If Yes, please tell us the postcode for the home where you lived most of the time: |

### Thinking back to when you were between 11 and 13 years old, if you attended school in the UK, which of the following best describes the school you attended most during that time?

|  |  |
| --- | --- |
|  | A state-run or state-funded school that was selective on academic, faith, or other grounds |
|  | A state-run or state-funded school that was non-selective |
|  | An independent or fee-paying school where you received a bursary |
|  | An independent or fee-paying school where you did not receive a bursary |
|  | Not applicable, because you did not attend school in the UK |
|  | None of the above. If you want to answer in your own words, please use this space: |
|  | Prefer not to say |

### Thinking back to when you were around 14 years old, what was the occupation of the main earner in your household?

|  |  |
| --- | --- |
|  | *They were a modern or traditional professional.* For example: a teacher, nurse, physiotherapist, social worker, musician, police sergeant, software designer, accountant, solicitor, medical practitioner, scientist, or civil/mechanical engineer. |
|  | *They were a senior, middle or junior manager.* For example: a finance manager, chief executive, large business owner, or manager of an office, retail, bank, restaurant, or warehouse. |
|  | *They had a clerical occupation.* For example: a secretary, personal assistant, call centre agent, clerical worker, or nursery nurse. |
|  | They had a technical or craft occupation. For example: a motor mechanic, plumber, printer, electrician, gardener, or train driver. |
|  | They had a manual or service occupation. For example: a postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, or bar staff. |
|  | They were long-term unemployed. For example: they had been claiming Jobseeker’s Allowance or earlier unemployment benefit for more than a year. |
|  | They were a small business owner. For example: a corner shop, small plumbing company, retail shop, single restaurant or cafe, taxi company, or garage that employed fewer than 20 people. |
|  | None of the above. If you want to answer in your own words, please use this space: |
|  | Prefer not to say. |

Please continue to the next page.

### Thinking back to when you were around 18 years old, what was the highest level of qualification achieved by at least one of your parent(s) or guardian(s)?

|  |  |
| --- | --- |
|  | At least one had a degree level qualification |
|  | At least one had a qualification below degree level |
|  | Neither had formal qualifications |
|  | I don’t know what qualifications they had |
|  | None of the above. If you want to answer in your own words, please use this space: |
|  | Prefer not to say |

### If you finished school after 1980, were you eligible for free school meals at any point during your school years?

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Not sure |
|  | Prefer not to say |

## Parenting and Caring

WWA wants to ensure that our recruitment processes do not disadvantage people who have significant caring responsibilities. These questions relate to that aim.

### Which of the following best reflects your current parental responsibilities for children under the age of 18?

|  |  |
| --- | --- |
|  | I am the sole person with parental responsibility for a child/children who lives with me. |
|  | I have shared parental responsibility for a child/children who live with me. |
|  | I have shared parental responsibility for a child/children who do not live with me. |
|  | I have no parental responsibilities. |
|  | None of the above. Please use this space to explain your parental responsibilities in your own words: |
|  | Prefer not to say |

Please continue to the next page.

Are you an unpaid carer for an adult or a disabled child?Under the *Social Services and Well-being (Wales) Act 2014*, this means 'providing or intending to provide care for an adult or disabled child, unless this is done as part of voluntary work for an organisation.'

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Not sure |
|  | None of the above. Please use this space to explain your caring responsibilities in your own words: |
|  | Prefer not to say |

### To help us ensure that we do not receive more than one response to this survey per person, please provide the last four digits of your National Insurance Number plus the final letter.

For example, if your NI number is AB 12 34 56 C, you would write ‘3456C’ below.

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### Do you have any feedback on this form or suggestions to improve it?

We want to ensure that the information we ask for feels reasonable and appropriate.

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If you have any concerns about the confidentiality of the information you have provided in this survey, please email them to the Data Privacy team at: [DataPrivacy@welshwomensaid.org.uk](mailto:DataPrivacy@welshwomensaid.org.uk).

Please submit this form by emailing it as an attachment to [recruitment@welshwomensaid.org.uk](mailto:recruitment@welshwomensaid.org.uk).