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**Kickstart Apprentice diversity monitoring information**

**Background**

Citizens Advice values diversity, promotes equality, and challenges discrimination. We welcome and encourage volunteer applications from people of all backgrounds, age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.  
  
Monitoring recruitment and selection procedures is one way that helps us to ensure that there is no discrimination in the recruitment process. To do this we need to know about the diversity profile of people who apply for apprenticeship roles at Citizens Advice Wandsworth.

The demographic information requested below will not be considered as part of the application/appointment process, and will be anonymised in any reporting.

**General Data Protection Regulations**

**Under data protection law we are allowed to ask for this information as its sole purpose is to allow us to monitor the diversity of our applicants.****The information you give us will be kept securely, is confidential and will be used for monitoring our equality policies only. It will not be seen by anyone responsible for making recruitment decisions. If you would prefer not to answer any of the questions we ask, please use the preferred not to say option.**  
  
Note on accessibility: If you are using keyboard only and need to put a cross in the relevant box, you should be able to arrow across, and type in the box. If this is not possible put a cross next to the relevant box. If you need this form in another format please contact your local Citizens Advice:

Citizens Advice Wandsworth

Kickstart Apprenticeship scheme

Email address: [sarah.sawyerr@cawandsworth.org](mailto:sarah.sawyerr@cawandsworth.org)

**Diversity Monitoring Form**

**Age**  
Which age bracket do you fit into? Put a cross in the relevant box.

|  |  |
| --- | --- |
| 16-18 |  |
| 18-20 |  |
| 20-22 |  |
| 22-24 |  |
| Prefer not to say |  |

**Gender**  
What best describes your gender? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| I prefer to use another term  Please write in……………………………… |  |
| Prefer not to say |  |

**Sexual orientation**  
What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Heterosexual/Straight |  |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Bisexual |  |
| I prefer to use another term  Please write in……………………………… |  |
| Prefer not to say |  |

**Ethnic origin**  
How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

|  |  |  |
| --- | --- | --- |
| **A. White** | English/Welsh/Scottish/Northern Irish/British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background  Please write in……………………………… |  |
| **B. Mixed/multiple ethnic groups** | White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other Mixed/multiple ethnic background  Please write in………………………………… |  |
| **C. Asian/Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian Background  Please write in……………………………… |  |
| **D. Black/African/ Caribbean /Black British** | African |  |
| Caribbean |  |
| Other Black/African/Caribbean background  Please write in………………………………… |  |
| **E. Other ethnic group** | Arab |  |
| Any other ethnic group  Please write in………………………………… |  |
| Prefer not to say |  |  |

**Disability**

Do you consider yourself to be a disabled person or do you have a long-term physical or mental health condition? Put a cross in the relevant box.

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

*NB. The information on this form is for monitoring purposes only. We follow the social model of disability which believes that it is the barriers created by society which disable people. If you require any additional support or equipment in relation to the recruitment process or that would enable you to carry out the volunteer role, please tell us on the application form or during the interview.*

**Gender Identity**  
Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

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

**Religion or belief**Which group below do you most identify with? Put a cross in the relevant box.

|  |  |
| --- | --- |
| No religion |  |
| Christian (including all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion or belief  Please write in……………………………… |  |
| Prefer not to say |  |

**How did you hear about this apprenticeship opportunity?**

Please give details below:

|  |
| --- |
|  |