



## **Belfast Philharmonic Society Diversity Monitoring Form - Confidential**

Reference no: \_\_\_\_\_ (admin use only)

### **Monitoring Questionnaire**

We are an Equal Opportunities Employer and are committed to a diverse and inclusive workplace. We aim to provide equality of opportunity to all persons regardless of their community background; religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment; or their socio economic background.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

### **Guidance Notes:**

In this questionnaire we will ask you to provide us with some personal and sensitive information about yourself. The reason for this is that we are committed to ensuring the profession is open to anyone with talent. By gathering and monitoring information from our recruitment exercises, we can measure the effectiveness of our equal opportunity and diversity policies and to develop affirmative or positive action plans where necessary.

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.** Nevertheless, we encourage you to answer the questions below.

Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

To protect your privacy, **you should not write your name on this questionnaire.** The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

**Please complete and return this form to [manager@belfastphilharmonic.org.uk](mailto:manager@belfastphilharmonic.org.uk) before the closing date stated in the advertisement.**



## Section 1 – Fair Employment Monitoring

In Northern Ireland, we are required by law to monitor the *community background* and *sex* of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

### 1. Community Background:

Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

What is your community background?

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

Not Disclosed

### 2. Sex:

What is your sex?

Male		Female		Not disclosed	
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NB. A later question on gender identity gives the option to tell us if your gender is different from your sex registered at birth, and, if different, to record your gender.

***If you do not answer the above questions, we are encouraged to make a determination as to your community background and sex on the basis of the personal information supplied by you in your application form. If you do answer these questions you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***



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## Section 2 – Diversity & Inclusion Monitoring

### 3. Sexual Orientation:

How do you describe your sexual orientation?

Straight:		Bisexual:		Not disclosed	
Gay or lesbian:		Other*		*Please Specify	

### 4. Gender Identity:

Is your gender identity the same as the sex assigned to you at birth?

Yes		No		Not disclosed	
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How do you identify?

Male (inc. trans male)		Non binary		Not disclosed	
Female (inc. trans female)		Other (Please Specify)			

### 5. Marital Status/ Civil Partnership Status:

Are you married or in a civil partnership?

Yes		No		Not disclosed	
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### 6. Age:



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Please state your date of birth: \_\_\_\_\_

## 7. Ethnicity:

Please state your country of birth & nationality: \_\_\_\_\_

Please indicate which of the following applies to you:

White		Black Caribbean		Chinese	
Irish Traveller		Black African		Indian	
Pakistani		Black Other		Bangladeshi	
Other*		*please specify		Not disclosed	

## 8. Socio-Economic Background:

Would you describe yourself as coming from a lower socio-economic background?

Yes		Don't know	
No		Not disclosed	

## 9. Disability:

Do you consider yourself as having a disability?



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Yes		No		Not disclosed	
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If you answered “yes”, please give details: \_\_\_\_\_

## 10. Dependants / Caring Responsibilities:

Do you have dependants, or caring responsibilities for family members or other persons?

Yes		No		Not disclosed	
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## 11. Criminal Convictions

Have you ever been convicted of an offence by a court? (This is a mandatory question)

Yes		No	
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NB: Under the rehabilitation of Offenders Act 1974, if your past conviction is regarded as spent, answer “no”. If you answered “yes”, please give details: \_\_\_\_\_

## 12. RELIGION OR BELIEF

Which category best describes your religion or belief? Please tick the appropriate box.

Atheism		Islam		Not disclosed	
Buddhism		Judaism		Other (Please specify)	
Christianity		Sikhism			

**Data protection:** We treat personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the organisation in accordance with our data protection policy. Information about how your data is used and the basis for processing is provided in our job applicant privacy notice.



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By submitting this form, I hereby give my consent to the Belfast Philharmonic Society processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data, with the exception of community background and gender (which is required for legislative compliance) at any time by notifying the manager: [manager@belfastphilharmonic.org.uk](mailto:manager@belfastphilharmonic.org.uk)