

# Equal Opportunities Monitoring Form

Private and Confidential

National Museums Scotland is committed to being an Equal Opportunities Employer. We aim to treat all applicants for employment or volunteering equally; and ensure that unacceptable prejudices are not influencing decisions. We need to be able to monitor how effectively we do this and would therefore be grateful if you would provide the information requested below. You must complete Part 1 of this form. However, you are not obliged to complete Part 2, although your co-operation will enable us to monitor the effective implementation of National Museums Scotland's Equal Opportunities Policy.

Please complete the form by placing a tick (or by providing information where appropriate) in the classification box applying to you in each section. This information will be used to produce organisational statistics for Equal Opportunities Monitoring and enable us to report these statistics as required by Equality legislation.

**Please note that this form is separated from the rest of your application when we receive it and it must be stressed that this information will be held confidentially within the Human Resources department and will not be used in any part of the selection process.**

Thank you for your help.

## Part 1

Post Title	Department	Reference <b>NMS</b>
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### Personal Details

Surname	Forenames (in full)	Title (Mr/Mrs/Miss/Ms/Other)
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Present Address
Post code

Telephone No. Daytime	Telephone No. Evening	Email address
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Address for Communications (if different from above)
Post code

Date of Birth / /	Age
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**Part 2**  
**Gender**

**Marital Status**

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>	Married/Civil Partnership <input type="checkbox"/>	Unmarried <input type="checkbox"/>	Other* (please specify)
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\* e.g. individuals who are widowed but not remarried, individuals who are separated, individuals who are living with a partner, etc

**Nationality**

Place of Birth (town/country)	Nationality
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**Disability**

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities. Further to this, persons with HIV, MS, and most forms of cancer are also deemed to be disabled from the point of diagnosis.

Do you consider yourself to have a disability?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	I do not wish to disclose this information <input type="checkbox"/>
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If yes, please provide full details:
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What type of adjustments to working arrangements would assist you in overcoming any disadvantage that your disability might cause you at work?
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What arrangements, if any, would you require during recruitment and selection - wheelchair access, sign language interpreter, etc?
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## Ethnic Origin

### What is your ethnic origin?

Choose ONE section from A to F and then tick the appropriate box to indicate your ethnic background.

#### A White

Scottish

Other British

Irish

Any other White background, please write in

#### B Mixed

Any Mixed background, please write in

#### C Asian, Asian Scottish or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please write in

#### D Black, Black Scottish or Black British

Caribbean

African

Any other Black background, please write in

#### E Other ethnic background

Any other background, please write in

#### F

I do not wish to disclose this information.

## Religion and Belief

What religion, religious denomination would you consider yourself?

- None
- Church of Scotland
- Roman Catholic
- Other Christian, please write in

- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Another religion, please write in

- I do not wish to disclose this information.

## Sexual Orientation

- Orientation towards persons of the same sex (homosexual)
- Orientation towards persons of the opposite sex (heterosexual)
- Orientation towards persons of the same sex and the opposite sex (bisexual)
- Other
- I do not wish to disclose this information.

## Other information

From which source did you learn of this vacancy?

- Newspaper/Magazine, please specify

- Website, please specify

- Job Centre

- Other, please specify

