**EMPLOYEE NUMBER:**

**EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

**Introduction:**

Morning Star Hostel is committed to equality of opportunity for all staff. We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

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**Gender** [ ]  Male [ ]  Female

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**Community Background**

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of all employees, as required by the Fair Employment and Treatment (NI) Order 1998. We therefore ask you to indicate your community background by selecting the appropriate option below. Please note that it is an offence under the Fair Employment and Treatment (NI) Order 1998 to give false information to the Morning Star Hostel.

**Please Indicate the Community to which you belong:**

[ ]  I am a member of the Protestant Community

[ ]  I am a member of the Roman Catholic Community

[ ]  I am a member of neither the Protestant or Roman Catholic communities

**We recognise that there may be occasions where religious belief differs from perceived Community Background. In order that our records are correct, we therefore would ask you to indicate your religious belief by selecting one.**

[ ] Muslim

[ ]  Buddhist

[ ]  Sikh

[ ]  Hindu

[ ]  Christian

[ ]  Jewish

[ ]  None

[ ]  Other

If other please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Which ethnic group do you consider you belong** **to?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nationality:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have caring responsibilities for?**

[ ]  A child (or children)

[ ]  A person(s) with a disability

[ ]  A dependant older person

[ ]  None

**Disability:**

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities. "Normal day-to-day activities" listed in the Act are mobility; manual dexterity; physical

co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; or perception of the risk of physical danger.

(If you take medication, treatment or have a prosthesis to manage your condition, would you consider that you had a disability if you weren't without these? If so, you should answer 'yes' below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Having read this definition, do you [ ]  Yes [ ]  No

consider yourself to have any form

of disability

**If yes, please indicate which type of impairment(s) refer to you:**

Physical impairment such as difficulty moving [ ]

your arms or mobility requiring a wheelchair

or crutches

Sensory impairment such as blind/visual [ ]

impairment, or deaf/hearing impairment

Mental health condition such as depression or [ ]

schizophrenia

Learning disability such as Down’s Syndrome, [ ]

dyslexia or cognitive impairment such as Autism

Long standing illness such as cancer [ ]

HIV, diabetes, chronic heart disease

or epilepsy

|  |
| --- |
| **Criminal Convictions:** |
| Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, Morning Star Hostel is included in the list of excepted employers. As such, all criminal convictions may never be regarded as spent and must be disclosed when applying for a post in the Hostel. It is necessary therefore to ask the following questions: |
| Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?  |
| Are you currently the subject of police investigation or do you have any prosecutions pending?List below details of ALL charges, prosecutions, convictions, cautions, bind-over orders - even if they happened a long time ago. You must include any minor matters, any road traffic or motoring offences and any of which may be pending: |
|  |
| “Having a criminal conviction will not necessarily prevent you from working with Morning Star Hostel |

Access to this information will be strictly controlled. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not

appear. Whilst The Morning Star Hostel will treat the information given on this monitoring form as confidential, staff are advised that legal processes may require us to disclose the information given to certain statutory bodies, and, in some circumstances, open Tribunal. Employees should complete the form in the knowledge that it will be processed in line with requirements of the Data Protection Act 1998.

The information will subsequently be transferred to the monitoring system operated by The Morning Star Hostel. There it will be strictly controlled in accordance with an agreed Code of

Practice.

**Morning Star Hostel is an equal opportunities employer.**

Please return this form to: james.mccabe2@ntlworld.com