# Appointment and Monitoring Information form

**Information required for appointment**

We noted in the information pack that it would be helpful if you could highlight in your CV whether any appointments you hold are Ministerial public appointments.

**Diversity monitoring information**

We are required to collect information on the gender, age, ethnic origin and disability of candidates.

Diversity monitoring information is not used at any stage in the assessment and selection process. It will not be seen by the panel assessing your application.

Please complete the form attached at **Annex A**.

**Publication of monitoring information**

In addition to providing basic appointment information in the press notice, we may also be asked to provide anonymised information – in summary form only, in response to Parliamentary Questions and other public enquiries.

In line with Government policy, and in accordance with the provisions of the Data Protection Act, the information you provide will be held confidentially and can only be used if you provide us with your consent. The Data Protection Act requires that those providing this information must be informed and their consent given, even though individuals are not identified.

**Consent**

Please tick the relevant box to show whether you give your consent or not for the information you provide to be used, anonymised, in this way.

 I provide my consent

I do not provide my consent

**Candidates’ Candidates’**

**Name: Postcode**

# Annex A

# Diversity Monitoring

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender**  |  Male |  |  Female |  |

# Ethnic Origin

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** |  | **Black** |  | **Asian/Asian British** |  | **Chinese** |  | **Mixed** |  |
| British |  | African |  | Bangladeshi |  | Chinese |  | Asian & white |  |
|  |  |  |  |  |  |  |  |  |  |
| Irish |  | Caribbean |  | Indian |  | Any other ethnic background  |  | Black African & white |  |
|  |  |  |  |  |  |  |  |
| Any other white background |  | Any other black background  |  | Pakistani |  |  |  |  |
|  |  |  |  |  | Black Caribbean & white |  |
|  |  | Any other Asian background  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  | Any other mixed background  |  |
|  |

# Disability

Many people do not consider themselves to be disabled, but under the Disability Discrimination Act you can consider yourself disabled if you have a physical or mental impairment or long term health condition, and the effects are expected to last, or have lasted for a year or longer, and have a substantial effect on your ability to carry out day to day activities; or your day to day activities would be limited without medication, treatment or adjustments (for example the use of inhalers, physiotherapy, a hearing or visual aid or insulin).

Taking this into account, do you consider yourself to be a disabled person?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No |  |  | Yes |  |

If you are disabled and in receipt of benefits you need to be aware that under current regulations, if you are remunerated for an appointment it may affect your entitlement.

# Sectorial background

Do you consider you sectorial background to be:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| Mostly private sector |  | Mostly Civil Service |  | Mostly wider public service |  | Mostly third sector |  | Mixed  |  |
|  |  |  |  |  |  |  |  |  |  |