**Volunteer diversity monitoring information**

Citizens Advice values diversity and promotes equality. We welcome and encourage volunteer applications from people of all backgrounds.

Monitoring recruitment and selection procedures is one way that helps us to ensure that there is no unfair discrimination in our recruitment process. To do this we need to know about the diversity profile of people who apply for volunteer roles at Citizens Advice.

If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice. Our legal basis for using your data in this way is our legitimate interests and substantial public interest in maintaining equality of opportunity or treatment in our service.

The information you give us will be kept securely, won't be shared outside the service and is confidential. This form is separate from your application form, and it will not be used within the decision-making process or have any impact on you directly.

Please see our [privacy notice](https://citizensadvicerichmond.sharepoint.com/:w:/r/sites/AllAboutCAR/Shared%20Documents/Handbook%20and%20policies/Policies%20A-Z/CAR%20Privacy%20Notice%20(March%2725).docx?d=w0507ac4ae9364605bac28f5e0813a7e7&csf=1&web=1&e=mR5d2r) for more information about how we process your information.

If you would prefer not to answer any of the questions we ask, please leave them blank. If you have any questions about how we use your data or would like to make an information rights request, please contact us via [volunteering@citizensadvicerichmond.org](mailto:volunteering@citizensadvicerichmond.org).  
  
If you need this form in another format please contact Vince Kwong at [volunteering@citizensadvicerichmond.org](mailto:volunteering@citizensadvicerichmond.org)

**Diversity Monitoring Form**

|  |  |
| --- | --- |
| **Applicant ref. number**  **(local Citizens Advice use only):** |  |
| **Which volunteer role are you applying for?** |  |

**Age**  
**Please select your age group from the options below:**

|  |  |
| --- | --- |
| <25 |  |
| 25-34 |  |
| 35-44 |  |
| 45-54 |  |
| 55-64 |  |
| 65 + |  |
| Prefer not to say |  |

**Disability**

Citizens Advice follows the social model of disability. We believe that society’s barriers and negative attitudes cause people to be disabled, not a person’s impairment or long term health condition.

**Do you consider yourself to be disabled or have an impairment or long term health condition? Select all that apply:**

|  |  |
| --- | --- |
| Yes - physical health disability, impairment or condition |  |
| Yes - mental health disability, impairment or condition |  |
| Yes - other disability, impairment or condition e.g. neurodiverse |  |
| No, I do not have a disability, impairment or condition |  |
| Prefer not to say |  |

*The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form.*

**Ethnicity**

*[Note: The Office for National Statistics and other sectors recommend the below categories. For external comparability and monitoring purposes we are following that guidance.*

**How would you describe your ethnicity?**

|  |  |  |
| --- | --- | --- |
| **Arab** | Arab or Arab British |  |
| In another way (specify, if you wish): |  |
| **Asian** | Bangladeshi or Bangladeshi British |  |
| Chinese or Chinese British |  |
| Indian or Indian British |  |
| Pakistani or Pakistani British |  |
| In another way (specify, if you wish) |  |
| **Black** | African or African British |  |
| Caribbean or Caribbean British |  |
| In another way (specify, if you wish). |  |
| **Mixed or multiple ethnic groups** | Asian or Asian British and White or White British |  |
| Black African or Black African British and White or White British |  |
| Black Caribbean or Black Caribbean British and White or White British |  |
| Any other mixed or multiple ethnic background (specify, if you wish). |  |
| **White** | British, English, Scottish, Welsh or Northern Irish |  |
| Gypsy, Irish Traveller, Traveller or Roma |  |
| Irish |  |
| In another way (specify, if you wish). |  |
| I would describe my ethnic background or identity as... (please specify) | |  |
| Prefer not to say | |  |

**Gender**

**What best describes your gender?** Select all that apply:

|  |  |
| --- | --- |
| Man |  |
| Non-binary, gender fluid or gender queer |  |
| Woman |  |
| I prefer to use another term (please specify if you wish) |  |
| Prefer not to say |  |

**Do you identify as transgender?**

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

**Sexual orientation**

**Which of the following best describes your sexual orientation?**

|  |  |
| --- | --- |
| Bisexual |  |
| Gay or Lesbian |  |
| Heterosexual or straight |  |
| I prefer to use another term please specify if you wish) |  |
| Prefer not to say |  |

### Religion, Faith & Belief

**Please consider and select the option that best describes your religion, faith or belief?**

|  |  |
| --- | --- |
| No religion including atheist and agnostic |  |
| Buddhist |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Hindu |  |
| Jain |  |
| Jewish |  |
| Mixed religion |  |
| Muslim |  |
| Pagan |  |
| Sikh |  |
| Spiritual |  |
| Any other religion or belief, please describe |  |
| Prefer not to say |  |