**FAIR EMPLOYMENT MONITORING QUESTIONNAIRE**

**PRIVATE AND CONFIDENTIAL**

**REF NO:**

**INTRODUCTION**

First Steps Women’s Centre is 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 are required by law to monitor the community background and sex of our 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. 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 these questions. Your responses will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your responses will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with First Steps Women’s Centre.

**COMMUNITY BACKGROUND**

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

 Please indicate the community to which you belong to by ticking the appropriate box below:

|  |  |
| --- | --- |
|  **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.**  |  |

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

**SEX**

Please indicate your sex by ticking the appropriate box below

**Male: Female:**

**Note:** If you answer this questionnaire 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.

**THANK YOU FOR YOUR COOPERATION**

**PLEASE EMAIL TO** **fswc.recruitment@gmail.com**