

Hull Women's Aid - Monitoring Form Guidance Notes

What are we trying to achieve?

Hull Women's Aid is fully committed to achieving fairness and equality in employment and seeks to achieve a workforce which reflects the diversity of the community it serves. No job applicant or employee will be treated less favourably or disadvantaged, either directly or indirectly, on the grounds of gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age or any other unjustifiable reason.

Why do we ask for information?

Our recruitment and selection policies and procedures are reviewed regularly to ensure that all applicants are selected according to their merits and abilities. We use the information to check to what extent the people who apply to us for jobs, or who get jobs with us, are representative of the local community. This in turn helps us to judge whether our recruitment processes are fair and equally open regardless of background. Monitoring helps us to develop future initiatives and to overcome discrimination. It is, therefore, important that you complete the monitoring form in full.

What happens to the form?

The form will be separated from your application and will not be passed on to anyone involved in short-listing, selection or appointment for the job for which you are applying. It will be stored securely and confidentially. If you are unsuccessful this will be stored for a period of one year and then confidentially destroyed. Should you be successful the data will be held on your personal file and electronically for future workforce monitoring purposes.

Disabled Applicants

Under the Equality Act 2010, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

We are committed to interviewing all disabled applicants who meet the essential criteria of the job and therefore those short-listing are made aware of all disabled applicants based on the relevant response on this form. Applicants invited to interview will be asked to let us know of any reasonable adjustments which are needed to ensure the interview is accessible.