**Diversity Monitoring (completing this form is voluntary)**

You don’t have to answer the following questions if you don’t want to. It is entirely voluntary. You can refer to our [privacy notice](https://careers.parliament.scot/SPCB_Recruitment_Privacy_Notice_231KB.pdf) if you would like more information on how we process, share and store the data. The information is held to comply with our legal obligations under the Equality Act (2010) and so that adjustments can be made to the process for someone with a disability.

**1. Gender Identity 2. Age**

|  |  |  |
| --- | --- | --- |
| **☐ Female**  **☐ Male**  **☐ In another way**  **☐ Prefer not to say** |  | **What is your date of birth?:**  **DD/MM/YYYY** |

**3. Ethnic Group & Nationality**

|  |
| --- |
| Please choose one category only  ☐African – African Scottish or African British  ☐African other  ☐Asian – Bangladeshi, Bangladeshi Scottish or Bangladeshi British  ☐Asian – Chinese, Chinese Scottish or Chinese British  ☐Asian – Indian, Indian Scottish or Indian British  ☐Asian Other  ☐Asian – Pakistani, Pakistani Scottish or Pakistani British  ☐Caribbean or Black – Black, Black Scottish or Black British  ☐Caribbean or Black – Caribbean, Caribbean Scottish or Caribbean British  ☐Caribbean or Black - Other  ☐Mixed or multiple ethnic group  ☐Other Ethnic Group – Arab, Arab Scottish or Arab British  ☐Other Ethnic Group - other  ☐Prefer not to say  ☐White - Gypsy Traveller  ☐White - Irish  ☐White – Other  ☐White other British  ☐White - Polish  ☐White - Scottish |

**4. Religion and Belief**

**Which of the following religions, religious denomination or bodies do you belong to?**

☐None

☐Church of Scotland

☐Roman Catholic

☐Other Christian

☐Muslim

☐Buddhist

☐Sikh

☐Jewish

☐Hindu

☐Other (Please specify): ………………………………………

☐I prefer not to answer this question

**5. Sexual Orientation**

**How would you describe your sexual orientation?**

☐Heterosexual / Straight

☐Gay/Lesbian

☐Bisexual

☐In another way

(please specify): …………………………………………………………….

☐I prefer not to answer this question

**6. Disability**

**Do you consider that you have a disability according to the terms of the Equality Act 2010?**

☐Yes

☐No

☐I prefer not to answer this question

**Please indicate the type of condition that applies to you?**

☐Blindness or partial sight loss

☐Deafness or partial hearing loss

☐Learning difficulty e.g. dyslexia or dyspraxia

☐Learning difficulty e.g. Downs Syndrome

☐Long term chronic or progressive illness e.g. cancer, diabetes or epilepsy

☐Mental Health Condition e.g. depression or schizophrenia

☐Other

☐Physical disability

☐prefer not to answer this question

**7. Disability**

We want to ensure that disabled people are able to compete during the recruitment and selection process on equal terms. We will therefore make any reasonable adjustments necessary to this process to make this possible. This might involve, for example, providing a candidate with modified equipment or practical assistance at an interview. It might also involve taking account of any feature of your disability that may affect your performance to ensure that you are not disadvantaged. To ensure that reasonable adjustments can be made, we would be grateful if you could complete the following questions:

**1. If you think that your disability may have had an effect upon your ability to complete the job application form, please tell us here what effect it may have had.**

**2. Please tell us what impact (if any) your disability may have on you during the assessment and/or interview process and any adjustments that you require to the process.**

**Political Activity**

**All** applicants for a public appointment should complete the question below. The question is asked as it enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation).

If you are successful, the information provided will be published with the announcement of your appointment.

|  |
| --- |
| Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Name the party or body for which you have been active. If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.  **(a)  Obtained office as a Local Councillor, MP, MSP, MEP etc**  **Stood as a candidate for one of the above offices**  **Spoken on behalf of a party or candidate**  **(b)  Acted as a political agent**  **Held office such as Chair, Treasurer or Secretary of a local branch of a party  Canvassed on behalf of a party or helped at elections**  **Undertaken any other political activity which you consider relevant**   1. **Made a recordable donation to a political party\***   **(d)**  **None of the above activities apply**  \*The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisation). These provisions became effective from 16 February 2001. |

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| --- |
| Details of Involvement:    Name of Party for which activity undertaken: |

Note: This form is for monitoring purposes only and will be detached from your application and will not be seen by the selection panel and will not be a determining factor in the selection process.

It is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application form.

**Additional Information**

Please indicate if you have ever been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974 or if any charges are outstanding; been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; been dismissed from any office or employment over the past 10 years; ever been disqualified from acting as a company director or in the conduct of a Company; ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration; any other facts to declare which you feel might be raised in public in future in relation to your suitability to hold appointment for which you are being considered, for example, because they could be presented as a conflict of interest.

|  |
| --- |
|  |

If you require the application form in an alternative format, please contact Andrew Munro, The Scottish Parliament, Edinburgh EH99 1SP, telephone 0131 348 6133 or at [andrew.munro@parliament.scot](mailto:andrew.munro@parliament.scot)

Please send your CV, covering letter and other documents to -

email:[officeholder.applications@parliament.scot](mailto:officeholder.applications@parliament.scot)

or post to:

The Scottish Parliament

Officeholder Services

Q2.03

Edinburgh

EH99 1SP

Closing date: **27 May 2024**

**If you submit your CV etc by e-mail, you must ensure that you receive an acknowledgement from us. If you do not receive an acknowledgement within 48 hours please contact us on 0131 348 6222.**