

# ULSTER STORES LIMITED

## Monitoring Questionnaire

To be completed by all Job Applicants

**Private & Confidential**

**Ref No:**

We are an Equal Opportunities Employer. We do not discriminate on the grounds of age, colour, ethnic origin, gender, marital status, perceived political opinion, race, religious affiliation or sexual orientation.

Ulster Stores Ltd monitors the applications it receives for jobs in order to ensure that its recruitment practices promote equality of opportunity.

The information will be treated in the strictest confidence, protected from misuse, and will not form part of your application. It will be used only for the purpose of monitoring our equal opportunity employment policy.

### **Community Background**

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background 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 a member of neither the Protestant nor Roman Catholic community**

**Please indicate whether you are:**      **Female**       **Male**

If you do not complete this questionnaire, we are encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file/application form.

*Note: It is a criminal offence under the legislation for a person to "give false information ... in connection with the preparation of the monitoring return".*

### **Disability**

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term effect on his/her ability to carry out normal day to day activities.

Do you consider that you meet this definition of disability?

Yes  No

If yes please state the nature of or effects of your disability \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Ethnic Origin**

1. Please indicate your ethnic origin by ticking the appropriate box below:

White  Indian  Irish Traveller  Pakistani

Black-Caribbean  Bangladeshi  Black-African  Chinese

Mixed Ethnic Group (please specify) \_\_\_\_\_

Black Other (please specify) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

2. Nationality (please specify) \_\_\_\_\_

### **How did you find out about this position?**

Newspaper  Training & Employment Agency  Store

If the answer to the above was Newspaper, please indicate which newspaper:

\_\_\_\_\_

## **Guidance Notes for Completing Application Forms for Ulster Stores Ltd**

**Thank you for your response to our recent advertisement for a position of employment with Ulster Stores Ltd.**

In order to process all the applications we receive, we would be obliged if you would complete the enclosed application form in all parts. If there is not sufficient space for your answer, continue on a separate sheet.

Failure to complete the application in full may result in the application being rejected.

Please ensure that your form clearly states which position you are applying for including the location of the job and that it is signed and dated.

### **PLEASE READ CAREFULLY ALL DOCUMENTATION**

- **COMPLETE ALL PARTS OF THE APPLICATION FORM**
- **C.V'S WILL NOT BE CONSIDERED**
- **PLEASE CHECK – DID YOU SIGN & DATE YOUR APPLICATION FORM?**

### **Curriculum Vitae:**

Applications will only be accepted on Formal Company Application Forms so that the same type of information is received from all applicants. Attached CV's will not be considered, either in lieu of the application form or in conjunction with it. Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

### **Monitoring Information:**

Under the Fair Employment and Treatment (N.I.) Order 1998 the Company is required to monitor the Community Background of job applicants and employees. Consequently you are required to complete the attached Monitoring Questionnaire Form and return this with your completed application form.

Access to your Monitoring Questionnaire will be strictly controlled and will not be available to those considering your application for employment.

### **Closing Date:**

Application forms received after the date of closing will not be accepted.