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# PRIVATE & CONFIDENTIAL

# Employee Monitoring Questionnaire

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EQUALITY OF OPPORTUNITY

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

In the following questionnaire we will ask you provide personal information about yourself. We are doing this firstly to promote equality of opportunity in employment, and secondly, we monitor the community background and sex of our job applicants and employees in order 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 the questions. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

**Community Background:**

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 community or

Roman Catholic community

Please indicate whether you are: Female

Male

**I do not wish to complete this questionnaire** and understand that

Carnbrooke may use the ‘residuary’ method which means they can

make a determination on the basis of personal information supplied

within my application form/personnel file.

It is a **criminal offence** under the **Fair Employment (Monitoring) Regulations (NI) 1999** to knowingly give false answers to the above questions.