

W I G A N LEISURE & CULTURE T R U S T

EQUALITY AND DIVERSITY MONITORING FORM

The Trust is committed to Equal Opportunities in employment and welcomes applications from all sections of the community. In order to ensure the effectiveness of this policy **and for no other purpose** you are requested to place a tick in the appropriate boxes below and complete the details as required.

The information is exclusively for **monitoring purposes** and will be kept strictly confidential.

Name

Address

Postcode

Job applied for:

Department: **Post No:**

Sex: Male Female **Date of Birth:**

Marital Status Single Married/Civil Partners Divorced Widowed

| What is your ethnic background? Please tick the appropriate box that indicates your cultural background. | | | | |
|--|--|---|--|---|
| <i>A - White</i> | <i>B - Mixed</i> | <i>C - Asian or Asian British</i> | <i>D - Black or Black British</i> | <i>E - Chinese of other Ethnic Group</i> |
| <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background, please specify: | <input type="checkbox"/> White <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> Any other Mixed background, please specify: | <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background, please specify: | <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background, please specify: | <input type="checkbox"/> Chinese <input type="checkbox"/> Any other, please specify: |

What is your religion? Please tick the appropriate box that indicates your religious background.

None
 Buddhist
 Muslim
 Jewish
 Christian
 Hindu
 Sikh
 Any other religion, please specify:

The Disability Discrimination Act 1995 defines a disabled person as anyone who has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this definition into consideration do you consider you have a disability?

Yes No

If YES, please give details.

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How did you find out about the vacancy?

Signature: Date:

FAILURE TO COMPLETE THIS FORM WILL NOT AFFECT YOUR APPLICATION

If you believe that there has been unfair discrimination in making the appointment, there is a process of investigation available, subject to reasonable grounds for suspicion being identified. If you wish to pursue an unfair discrimination complaint please contact the **DIRECTOR OF PERSONNEL**, Wigan Council, Town Hall, Library Street, Wigan WN1 1YN

Please return this form with your application form.

EQUAL OPPORTUNITIES POLICY – CODES OF PRACTICE
STATEMENT OF COMMITMENT TO EMPLOYEES

1. The Primary and Supportive Commitment of the Trust in regard to Equal Opportunities in Employment will be expressed and implemented through this Code of Practice.

2. **Objective**

As an employer, the Trust is committed to promoting equality of opportunity for all its existing and potential employees. The Trust has the responsibility to uphold the right of each employee to be judged on merit and competence

The Trust will undertake this responsibility by promoting equality of opportunity through the Trust's employment policies, practices and service delivery arrangements, and will distribute and publicise this Code of Practice

3. **Policy**

- (a) Expect all employees to behave with respect towards their colleagues and customers regardless of gender, age, colour, nationality, national or ethnic origin, religious belief, disability, social class, marital status or sexual orientation
- (b) Seek to eliminate all forms of discrimination which contravene our Equal Opportunities commitment
- (c) Respect cultural difference and promote an environment of cultural awareness
- (d) Value diversity and use people's talents to the full
- (e) Progress equal opportunities in employment and address areas of under representation in the workforce
- (f) Incorporate and monitor equality targets in employment and promotion policy and practice
- (g) Provide mandatory training to ensure that all employees are aware of their rights and their duties under the equal opportunity commitment
- (h) Accept the right of each employee and customer to be treated fairly
- (i) Design and implement adequate systems and procedures to deal with any form of harassment or other unfair discriminatory incidents or complaints
- (j) Encourage employees to report all types of unfair discriminatory practice
- (k) Establish performance standards, targets and indicators to monitor the effectiveness of the implementation of this policy

4. **Support**

The Trust will establish procedures and processes to support employees in maintaining the policy