



Department
for Transport

Monitoring Questionnaire

Dear candidate,

The Government has a policy of equality of opportunity for those wishing to serve in public appointments. That means that applications are welcome from all suitable individuals irrespective of, for example, race, gender or disability.

To ensure that the Department for Transport (DfT) are complying with this policy, and in order for DfT to monitor the effectiveness of our advertising strategies and recruitment programmes to ensure they are open to all sections of the community, we have designed a Diversity Monitoring Questionnaire with the intention of having a separate, confidential record of your name, where you obtained information about the vacancy you applied for and information about the protected characteristics within the Equality Act 2010 listed below:

- Age
- Disability
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief – this includes non-belief
- Sex
- Sexual orientation

To assist us in this, we ask that you take the time to complete this questionnaire in full. The information contained in this questionnaire will be treated as confidential and will be used for statistical monitoring purposes. The data will be presented in the form of totals from which individuals cannot be separately identified. This information will not be seen by any person involved in selection for the post for which you are applying.

Your Information

The Data Protection Act 1998 gives rights to individuals in respect of personal data held about them by others and as directed by the Act, you should know the following:

DfT is the Data Controller and is registered with the Information Commissioner for the purposes of the Data Protection Act 1998 (DPA).

The diversity information you provide will enable DfT to monitor the effectiveness of our Equal Opportunities Policy and meet our legal obligations under the Equality Act 2010. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity goals and in ensuring a truly inclusive working environment. This information is only used for research and statistical analysis.

Diversity information is defined by the DPA as “sensitive”. The information you give will be held on an electronic system by DfT. If you are appointed we will also use the information you provided on disability to ensure that we are meeting our obligations under the Equality Act 2010 to make reasonable adjustment to the work place so that a disabled person is not at any substantial disadvantage compared to a non-disabled person.

DfT is required to publish diversity information annually to demonstrate compliance with the Public Sector Equality Duty and allow us to monitor the overall effectiveness of the Civil Service Equality and Diversity Strategy. Any other disclosures will only be made if we are required to do so by any court order or similar process, or as required by law.

Thank you for your co-operation.

Age:

What was your age group at your last birthday?

20-24

25-34

35-44

45-54

55-64

65-74

75-84

I'd prefer not to say

Gender:

What best describes your gender?

Male

Female

I describe myself as: [Click or tap here to enter text.](#)

Prefer not to say

Disability:

A disabled person is defined under the Equality Act 2010 as someone with a **‘physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities.’**

Do you consider yourself to be disabled under the Equality Act 2010?

Yes

No

Prefer not to say

If YES, please answer the following question; otherwise proceed to the next section.

Please indicate by marking ‘X’ in the appropriate box, mark all that apply.

- | | | |
|----------|--------------------------|---------------------------------------|
| A | <input type="checkbox"/> | Hearing impairment |
| B | <input type="checkbox"/> | Visual impairment |
| C | <input type="checkbox"/> | Speech impairment |
| D | <input type="checkbox"/> | Mobility impairment |
| E | <input type="checkbox"/> | Physical co-ordination difficulties |
| F | <input type="checkbox"/> | Reduced physical capacity |
| G | <input type="checkbox"/> | Severe disfigurement |
| H | <input type="checkbox"/> | Learning difficulties (e.g. dyslexic) |
| I | <input type="checkbox"/> | Mental ill health |
| J | <input type="checkbox"/> | Progressive conditions |
| K | <input type="checkbox"/> | Other (please specify below) |

Reasonable Adjustments:

The Equality Act 2010 requires all employers to make reasonable adjustments for disabled employees.

DfT uses the social model to inform disability action planning. This means concentrating on the environment, removing barriers wherever possible that get in the way of a disabled person from doing their job. Should you be successful in your appointment to the post, do you require any reasonable adjustments to be put in place?

Please specify in the box below:

Nationality and ethnicity:

Which groups do you most identify with? Please tick only **ONE** box in **column A** and **ONE** box in **column B** (The options are listed alphabetically).

Column A

- (A) British or Mixed British
- (B) English
- (C) Irish
- (D) Scottish
- (E) Welsh
- (F) Or any other? Specify if you wish: [Click or tap here to enter text.](#)

Column B

Asian

- (A) Bangladeshi
- (B) Indian
- (C) Pakistani
- (D) Any other Asian background.
- (E) Specify if you wish: [Click or tap here to enter text.](#)

Black

- (A) African
- (B) Caribbean
- (C) Any other Black background.

(D) Specify if you wish: Click or tap here to enter text.

Chinese

(A) Any Chinese background.

(B) Specify if you wish: Click or tap here to enter text.

Mixed ethnic background

(A) Asian and white

(B) Black African and White

(C) Black Carribean and White

(D) Any other Mixed ethnic background.

(E) Specify if you wish: Click or tap here to enter text.

White

(A) Any White background.

(B) Specify if you wish: Click or tap here to enter text.

Any other Ethnic background

(A) Any other Ethnic background

(B) Specify if you wish: Click or tap here to enter text.

Sexual Orientation:

The DfT wants to ensure that all applicants are treated equally whatever their sexual orientation. To do this we need to know about the sexual orientation of people who apply to join us. We should therefore be grateful if you would complete the following question. Your answer will be treated in the strictest confidence and will not affect your job application in any way.

Which group do you most identify with? The options are listed alphabetical order.

(A) Bi-Sexual

(B) Gay woman/lesbian

(C) Gay man

(D) Heterosexual/straight

(E) Other

(F) Prefer not to say

Religion or Belief:

What is your religion or belief (including non-belief)?

Agnostic

Atheist

Bah'ai

Buddhist

Christian – Catholic

Christian – Protestant

Christian – Other

Hindu

Humanism

Jain

Jewish

Muslim

Pagan

Sikh

Rastafarian

Scientologist

Shinto

Zoroastrian

No religion or belief

Prefer not to say

Any other religion or belief

Please specify below, if you wish.

Vacancy Monitoring:

This information will be used by DfT to monitor the effectiveness of our advertising strategies and recruitment programmes to ensure they are open to all sections of the community.

How did you find out about this vacancy?

Please specify below.