

## **EQUAL OPPORTUNITIES MONITORING**

### **FAIR EMPLOYMENT (NI) ACT 1989 AND FAIR EMPLOYMENT (MONITORING) REGULATIONS 1989**

Sport NI who are sponsoring Mountaineering Ireland on this post is committed to promoting equality and diversity. It is our policy to provide employment equality to all, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation and age.

We are opposed to all form of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively. As an equal opportunities employer we want to ensure that all of our applicants and employees enjoy equality of opportunity,. We also want to encourage the best people to apply for vacancies in our company regardless of their background.

The information provided on the monitoring questionnaire will only be made available to the monitoring officer. If you provide us with information in respect of a disability we will use this information to ensure that we meet our legal obligation to make reasonable adjustments. If we make equal opportunities information public, this will be done in a way that ensures anonymity.

To ensure confidentiality, the questionnaire will be given an identifying number and only the monitoring officer will be able to match this number with your name. Your name should not be written on the questionnaire. The monitoring information collected will be used to measure the effectiveness of our equal opportunities policy, determine the extent to which we promote equality of opportunity and fair participation and will assist us to develop and review positive/affirmative action policies.

Sport Northern Ireland is committed to updating relevant monitoring data every three years. This is because we recognise that individuals may for example, acquire disabilities, change their marital status etc. If the monitoring information you provide us with changes please let us know.

If you have any queries about this form please contact  
H R Manager  
Sport Northern Ireland  
House of Sport  
Upper Malone Road  
BELFAST  
BT9 5LA

Telephone (028) 9038 1222

**SPORT NORTHERN IRELAND**

**EQUAL OPPORTUNITIES MONITORING FORM  
CONFIDENTIAL**

**PLEASE READ THE NOTES ON THE FRONT OF THIS FORM BEFORE COMPLETION**

Monitoring Reference Number:			
We wish to assure applicants and employees that the monitoring data they provide will be used to promote equality of opportunity for all applicants and employees regardless of their background.			
<b>Ethnic Group:</b> Please indicate which Ethnic Group you belong to:			
Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Any other ethnic group:	_____
My Nationality is: _____			
In asking this question, we want to assure applicants that the information provided will only be used to promote equality of opportunity for applicants and employees in the basis of their Nationality.			
<b>Sexual Orientation:</b>			
My sexual orientation is towards someone:			
Of the same sex	<input type="checkbox"/>	A different sex	<input type="checkbox"/>
Both	<input type="checkbox"/>		
Are you in a civil partnership? <b>YES / NO</b>			
<b>Disability:</b> 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 adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability.			
Do you consider that you meet this definition of disability?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please state the type of disability:			
Mental Health Disability	<input type="checkbox"/>		
Learning Disability	<input type="checkbox"/>		
Physical Disability	<input type="checkbox"/>		
Are there reasonable adjustments that we could make as part of our recruitment process that would enable you to enjoy equality of opportunity in getting a job/working with us?			
Please specify:			

**Marital Status / Family Status:**

Are you married?

Yes

No

**Those With and Without Dependents:**

**Do you have:**

Children **YES / NO**

If YES, are they at school **YES / NO**

Other relations, for whom you have significant caring responsibilities **YES / NO**

Other caring responsibilities **YES / NO**

Please specify: \_\_\_\_\_

No caring responsibilities **YES / NO**

**Community Background:**

Regardless of whether we practice religion most of us in Northern Ireland are seen as either Catholic or Protestant. Please indicate the community to which you belong 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 your sex by ticking the appropriate box

Male

Female

**Age:**

Please provide your date of birth or tick the Age band to which you belong:

DOB: \_\_\_\_\_

**Age Band:**

**Under 18**

**41 - 50**

**18 - 30**

**51 - 60**

**31 - 40**

**61 and over**

**Information on the Rehabilitation of Offenders (NI) Order 1978**

The following sentences become 'spent' after fixed periods from the date of conviction.  
 If a conviction is 'spent' you do not have to mention it, even when asked, unless applying for a post which is 'expected' under this legislation.

<b>Sentence</b>	<b>Aged 18 or over at conviction</b>	<b>Under 18 years at conviction</b>
Absolute Discharge	6 months	
Probation, Order, Bind Over, Conditional Discharge, Care/Supervision Order	Date Order ceases OR 1 year – whichever longer.	
Attendance Centre Order Juvenile Justice Centre Order	1 year after Order expires	
Hospital Order	5 years or 2 years after Order expires – whichever longer	
Fine, Community Service Order, Combination Orders, Youth Conference Order, Reparation Order, Community Responsibility Order	5 years	2 ½ years
Prison – (immediate or suspended) OR Young Offenders Centres – sentence of 6 months or less	7 years	3 ½ years
Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and included 30 months	10 years	5 years
<b>NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS (30 MONTHS) CAN NEVER BECOME SPENT</b>		

- Consecutive prison sentences count as a single term when calculating the rehabilitation period.
- If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
- If a person receives a new conviction during rehabilitation period:
  - For a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately.
  - For a more serious offence (i.e. which could be tried at the Crown Court) neither conviction will become spent until longest period expires.
- Cautions, reprimands and final warnings are not considered to be convictions and become 'spent' immediately unless relevant to 'expected' posts.
- A spent conviction will remain on your criminal record.

**The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (Amended by 1987, 2001 and 2003 Orders).**

A range of occupations are exempted from the legislation for these posts, applicants MUST disclose information on both 'spent' AND 'unspent' convictions. The list of posts is extensive and can be summarised as follows:

- WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
- PROFESSIONS THAT ARE REGULATED BY LAW – e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.
- POSTS INVOLVING NATIONAL SECURITY e.g. security personnel or senior civil service posts.
- POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. Police officers

For confidential advice or information please contact NIACRO's Employment Advice Line on: 028 9032 0157.

**DISCLOSURE OF CRIMINAL CONVICTIONS (Non Excepted)**

APPLICANT: \_\_\_\_\_ POST: \_\_\_\_\_

**Please read this information carefully**

Statement of non-discrimination

'Sport Northern Ireland is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role'. Any disclosure will be seen in the context of the job description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees.

Question

Below you are asked to disclose any criminal convictions except those which are considered 'SPENT' under the Rehabilitation of Offenders (NI) Order 1978. Having unspent convictions will not necessarily debar your application from being considered. To decide if your convictions is 'SPENT', please refer to the enclosed information.

Advice to Applicants

Please complete this disclosure form as accurately as possible and place in the 'Confidential' envelope provided along with your monitoring form, seal it and return it to the Monitoring Officer with your application form. The information provided will not be discussed at the shortlisting or interview itself and a separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

If you have no convictions, please state NONE.

DATE OF CONVICTION	OFFENCE	SENTENCE

Please provide any other information you feel may be of relevance such as:

- The circumstances of the offence
- A comment on the sentence received
- Any relevant development in your situation since then
- Whether or not you feel the conviction has relevance to this post.

Please continue on a separate sheet if necessary

I declare that any answers are complete and correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_