



## Equality and Diversity Monitoring Form

The Commonwealth Parliamentary Association (CPA) wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The Association needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form to [Sharon.moses@cpahq.org](mailto:Sharon.moses@cpahq.org)

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here .....

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### White

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

#### Mixed/multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say  Any other mixed background, please write in:

#### Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   
Any other Asian background, please write in:

#### Black/ African/ Caribbean/ Black British

African  Caribbean  Prefer not to say   
Any other Black/African/Caribbean background, please write in:

#### Other ethnic group

Arab  Prefer not to say  Any other ethnic group, please write in:

Secretary-General of the Commonwealth Parliamentary Association: Stephen Twigg

CPA Headquarters Secretariat, c/o Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom

Tel: +44 (0)20 7799 1460 | Email: [hq.sec@cpahq.org](mailto:hq.sec@cpahq.org) | Website: [www.cpahq.org](http://www.cpahq.org)

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual   
Prefer not to say  If you prefer to use your own term, please specify here .....

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)   
Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)  Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say

**GDPR Notice:**

As part of any recruitment process, the CPA collects and processes personal data relating to job applicants. The CPA is committed to transparency concerning how it collects and uses that data in order to meet its data protection obligations.

If your application for employment is unsuccessful, the organisation will hold your data on file for three months after the end of the relevant recruitment process as a legal requirement. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 3 months for consideration of future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

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You are under no obligation to provide information for equality and diversity monitoring purposes and there are no consequences for your application if you choose not to provide such information. Your information will be stored only with the HR team.

I consent to the information I have given being stored and processed as described above.

Three Months

Six Months

Signed:..... Date.....

If you have any questions regarding our GDPR notice, please contact the HR team at – [Sharon.moses@cpahq.org](mailto:Sharon.moses@cpahq.org).