



Caldicot & Wentlooge Levels IDB

Equal Opportunities Recruitment Monitoring Sheet



Why we request this information and how we use it

Why the information is requested

C&WLIDB is committed to an Equal Opportunities Policy and as such aims to ensure that no applicant is disadvantaged or discriminated against either directly or indirectly. In order to ensure the effectiveness of this policy it is necessary to collect information from all applicants on key factors which relate to equal opportunity in employment ie, ethnic origin, gender, age, disability and current employment status.

What happens to the information provided

Neither the manner in which you respond to this request for information nor the answers that you provide will have any bearing on the way in which your application for employment is considered. The information that you supply on this monitoring sheet will be separated from the application form and will not be made available to the personnel involved in the shortlisting or interview process. The information that you provide will not be passed on to others or used for purposes other than statistical purposes and to enable us to measure how we are progressing in terms of the Equal Opportunities Policy.

Guidance on the information requested –

Disability

The form seeks information on whether you consider yourself to have a disability. The Disability Discrimination Act contains definitions of what is meant by 'disability', 'disabled person' and 'substantial adverse effect'. The following notes, based on these definitions, should assist you in deciding whether or not you would consider yourself to have a disability.

Defining a disabled person -a person has 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. People who have had disabilities in the past are included.

Impairment -this covers physical and mental impairment including learning disabilities and hearing and sight impairments.

Substantial adverse effect -this is something which is more than a minor or trivial effect and is beyond the normal differences in ability which exist among people.

Long-term effect -this is an effect which has lasted or is likely to last for at least 12 months or for the rest of the life of a person. Therefore, loss of mobility due to a broken leg which is likely to heal within 12 months or a long term illness which a person is likely to recover from within 12 months are not included. Substantial effects of a disability which have ceased but are likely to recur at least once a year, eg rheumatoid arthritis or epilepsy, are included in the definition.

Normal day-to-day activities -these are activities which are carried out by most people on a regular and frequent basis.This does not include activities which are normal only for a particular person or group of people such as playing musical equipment or a sport to a professional standard or performing skilled or specialist tasks at work.

Therefore, an impairment has a substantial effect if it affects mobility, manual dexterity, physical coordination, continence, ability to lift or otherwise move everyday objects, speech, hearing, eyesight (excluding those who wear glasses/contact lenses), memory and/or ability to concentrate, learn or understand.

Severe Disfigurement -this is included without any need to demonstrate that the impairment has a substantial adverse effect on ability to carry out normal day-to-day activities.

Progressive illness -eg cancer, multiple sclerosis, HIV infection and muscular dystrophy. Such illnesses are covered from the moment the condition leads to an impairment which affects day-to-day activities.

Ethnic Origin

Other cultural background -this box allows you to be more specific about your cultural background.
