**Equal Opportunities Policy Statement**

Voluntary Action Orkney (VAO) is committed to ensuring that all stages of our recruitment and selection process are fair, inclusive, and accessible to everyone. We value the diversity of our workforce and believe it makes us stronger as an organisation.

All recruitment and selection activities will be carried out without discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union membership, unless a genuine occupational requirement applies in accordance with the law.

We follow the principles of the Equality Act 2010 and aim to ensure that everyone is treated with dignity and respect. We also actively monitor the diversity of our applicants and employees to help us identify and remove barriers, ensuring our policies and practices promote equality of opportunity.

We invite you to complete our equality monitoring form. This is entirely voluntary, and the information will be kept strictly confidential and used only for monitoring purposes. Your responses will not be seen by the recruitment panel and will not affect your application in any way.

If you have any questions about the form, please contact Rosalind Aitken, Depute Chief Executive Officer at [hr@vaorkney.org.uk](mailto:hr@vaorkney.org.uk)

Please return completed forms to [hr@vaorkney.org.uk](mailto:hr@vaorkney.org.uk)

### ****Sex and Gender Identity****

**What is your sex?**  
 Female   Male   Prefer not to say

**Is the gender you identify with the same as your sex registered at birth?**  
 Yes   No   Prefer not to say

If no, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Age****

16–24  25–29  30–34  35–39

40–44  45–49  50–54  55–59

60–64  65+   Prefer not to say

### ****Ethnic Group****

(Choose one option that best describes your ethnic group or background)

**Asian or Asian British**  
 Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say  
  
Other Asian background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black, African, Caribbean or Black British**  
 African  Caribbean  Prefer not to say  
  
Other Black background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed or Multiple ethnic groups**  
 White and Black Caribbean  White and Black African  White and Asian

Prefer not to say  
  
Other Mixed background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**White**  
 English  Welsh  Scottish  Northern Irish  Irish  
  
 British  Gypsy or Irish Traveller  Prefer not to say  
  
Other White background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic group**  
 Arab  Prefer not to say  
  
Other ethnic group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Disability or Health Condition****

Do you consider yourself to have a disability or health condition?  
 Yes  No  Prefer not to say

If yes, what is the impact of your disability or health condition on your work?

(If you require reasonable adjustments during the recruitment process, please let us know so we can support you.)

### ****Sexual Orientation****

Heterosexual  Gay  Lesbian  Bisexual  
  
 Asexual  Pansexual  Undecided  Prefer not to say  
  
Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Religion or Belief****

No religion or belief  Buddhist  Christian  Hindu  Jewish  
  
 Muslim  Sikh  Prefer not to say  
  
Other religion or belief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Working Pattern****

Full-time  Part-time  Prefer not to say

### ****Flexible Working Arrangement****

None  Flexi-time  Staggered hours  Term-time hours  
  
 Annualised hours  Job-share  Flexible shifts  Compressed hours  
  
 Homeworking  Prefer not to say  
  
Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Caring Responsibilities****

(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 (someone else carries out the main caring role)  
 Prefer not to say

**Thank you for helping us monitor and improve our commitment to equality and diversity.**  
Please return your completed form to: [hr@vaorkney.org.uk](mailto:hr@vaorkney.org.uk)