



CODA (OPERATIONS) LTD

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

City of Derry Airport is committed to providing equality of opportunity for all job applicants regardless of their religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have dependants or do not have dependants.

In order to ensure that its equal opportunities policy is being implemented effectively, the Airport monitors all employees and job applicants. In order to assist this process, all applicants are therefore requested to complete the following questionnaire. (Explanatory notes relating to the monitoring process are given overleaf.)

Please answer the following questions by ticking the appropriate box and/or providing details as required.

- 1. Gender: Male  Female
- 2. Date of Birth: .....

3. Perceived Religious Affiliation/Community Background

For most of us in Northern Ireland we are perceived to be from either the Protestant or Roman Catholic community. Please indicate the community to which you belong by ticking the box below

- Protestant  Roman Catholic  Neither

4. Disability :

Under the Disability Discrimination (NI) Act 1995 a disabled person is defined as a person with: **“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities.”**

Having read this definition, do you consider yourself to have a disability?

- Yes  No

5. Family Status:

- No caring responsibilities  Care for children
- Care for other relative  Other

..... (Please specify)

6. Marital Status:

- Married  Single  Divorced/Separated
- Widowed  Partner  Civil Partnership
- Other  ..... (Please specify)

7. Ethnic Origin/Race:

- Bangladeshi  Black African  Black Caribbean
- Chinese  Indian  Irish Traveller
- Pakistani  White  Mixed Ethnic Group
- Other (please specify) ..... Nationality (please specify) .....

8. Which category best describes your age?

- Under 18  18-34  35-54  55+

9. How did you become aware of this advertisement? (Please indicate below)

.....

## EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

### EXPLANATORY NOTES

City of Derry Airport is committed to providing equality of opportunity for all job applicants. These notes explain the purpose of the questionnaire, the information to be provided and the way that information will be used.

- 1 The questionnaire monitors your gender, family status, marital status, ethnic origin, disability, perceived religious affiliation/community background and age.
- 2 To ensure the confidentiality of this information, the questionnaire has been given an identifying number. Only the Monitoring Officer will be able to identify this number. Your name should not be written on this questionnaire.

You should not allow anyone else to use this questionnaire. If you should accidentally lose or destroy your questionnaire, contact the Monitoring Officer, for a copy.

- 3 The information collected on this questionnaire provides us with very useful information on the profile of individuals applying to the Airport for jobs. The information will be used to measure the effectiveness of the Airport's Equal Opportunities Policy and will assist us to develop and review positive/affirmative action policies.
- 4 The monitoring information will form no part of the selection process and is confidential.
- 5 Under the Fair Employment (NI) Act 1989, the Airport is required to monitor the community background of its employees and applicants for vacant jobs. We are therefore asking you to indicate your community background by ticking the appropriate box in Question 6.
- 6 The information on this questionnaire will be entered into a confidential and secure computer system which can be accessed only by the Monitoring Officer.  
The monitoring system will be concerned only with statistical analyses and will not identify individuals.

Thank you for your co-operation in completing this questionnaire.