



**SPRINGFARM ARCHITECTURAL MOULDINGS LIMITED
FAIR EMPLOYMENT MONITORING QUESTIONNAIRE**

FEC NO. _____
JOB REF NO. _____

The information provided on this form will be removed by our Monitoring Officer prior to consideration of your application

We are an Equal Opportunity Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the grounds of gender, marital or family status, sexual orientation, religious belief, political opinion, disability, colour, nationality, race or ethnic origins.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

The information you are asked to supply below will be treated in the strictest confidence and protected for misuse. This information will not be available to any one making decision about your application and will be used for monitoring purposes only.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background:

Please indicated the community to which you belong by ticking the appropriate box below:

1. I am a member of the Protestant Community
2. I am a member of the Roman Catholic Community
3. I am a member of neither the Protestant or Roman Catholic Communities

You do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Please indicate your gender by ticking the appropriate box below:

1. I am a male
2. I am a female

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.