

IN CONFIDENCE WHEN COMPLETED

Application for appointment as a Co-Opted member of the Revenue Scotland's Audit and Risk Committee and Staffing and Equalities Committee.

Equalities Monitoring Form

Why complete this form?

The monitoring form will not be seen by the selection panel and the information contained in it is not used to assess your suitability for appointment. We want to reflect the diverse Scottish population thus it is important that opportunities to serve on our Board or its committees are open to all. To help us achieve this, it is important that we obtain accurate and complete data from every applicant relating to gender, ethnicity, religion/faith, disability and other relevant details.

For each question on this form, you should only select one box.

Question 1 – What gender do you identify with?

◆ Please select the one that best applies

- ☐ Male
- ☐ Female
- ☐ Non-Binary
- ☐ Prefer to self-describe:
- ☐ Prefer not to say

Question 2 – What is your age?

◆ Please select the one that applies

- ☐ under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65+
- ☐ Prefer not to say

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Question 3 – How would you describe your sexual orientation?

◆ Please select the one that best applies

- ☐ Bi-sexual
- ☐ Gay/Lesbian
- ☐ Heterosexual/straight
- ☐ Other sexual orientation
- ☐ Prefer not to say

Question 4 – What is your ethnic group?

Please choose **ONE** section from **A to F** which best describes your ethnic group or background, then select **ONE** box from within that section.

A. White

- ☐ Scottish
- ☐ Other British
- ☐ Irish
- ☐ Gypsy/Traveller
- ☐ Other white ethnic group, please write in:

B. Mixed or multiple ethnic groups

- ☐ Any mixed or multiple ethnic groups, please write in:

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- ☐ Pakistani, Pakistani Scottish or Pakistani British
- ☐ Indian, Indian Scottish or Indian British
- ☐ Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- ☐ Chinese, Chinese Scottish or Chinese British
- ☐ Other, please write in:

D. African, Caribbean or Black

- ☐ African, African Scottish or African British
- ☐ Caribbean, Caribbean Scottish or Caribbean British
- ☐ Black, Black Scottish or Black British
- ☐ Other, please write in:

E. Other ethnic group

- ☐ Arab, Arab Scottish or Arab British
- ☐ Other, please write in:

F. Prefer not to say

- ☐ Prefer not to say

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Question 5 – What religion, religious denomination, belief or body do you belong to?

- ☐ None
- ☐ Church of Scotland
- ☐ Roman Catholic
- ☐ Other Christian, please write in:

- ☐ Muslim
- ☐ Buddhist
- ☐ Sikh
- ☐ Jewish
- ☐ Hindu
- ☐ Other religion, please write in:

- ☐ Spiritual but not religious
- ☐ Agnostic
- ☐ Atheist
- ☐ Other Belief (please specify)
- ☐ Prefer not to say

Question 6 – Revenue Scotland is committed to inclusive recruitment of its staff and appointees which allows candidates to demonstrate their skills, talents and abilities without facing barriers to accessibility.

We operate the Disability Confident Scheme, offering an interview to disabled applicants who meet the minimum selection criteria for the advertised post.

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A disabled person is defined under the Equality Act 2010 as someone with a physical or mental impairment, which is substantial and has a long term effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled under the Equality Act 2010?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say
- ☐ Don't know

If YES, please select all that apply

- ☐ Hearing impairment
- ☐ Visual impairment
- ☐ Speech impairment
- ☐ Mobility impairment
- ☐ Physical co-ordination difficulties
- ☐ Reduced physical capacity
- ☐ Severe disfigurement
- ☐ Learning difficulties (such as dyslexia or dyspraxia)
- ☐ Mental ill health condition (such as depression or schizophrenia)
- ☐ Progressive conditions
- ☐ Other condition, please specify:
- ☐ None of the above
- ☐ Prefer not to say

Adjustments for Interviews

We want to support all candidates with access needs in any stage of our recruitment process, even if they do not feel they qualify for the Disability Confident Scheme. For example, you may have a short term condition such as injury that requires an adjustment.

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This includes candidates with visible and non-visible disabilities, neurodiversity or learning differences, short-term injury requiring mobility aids, chronic medical condition or mental ill health.

Some examples of the adjustments we can make are:

- Providing extra time to answer interview questions
- Allowing a break in between parts of the interview
- Providing interview questions 24 hours in advance
- Sign-language interpretation

This list is not exhaustive. If you would like to discuss any adjustments you require, please contact us at BusinessManagement@assured.systems.gov.scot to discuss your access needs and gain advice on adjustments. Please subject the email “Adjustments Assistance for Interview” to ensure your email is flagged.

The details of this email will not be shared beyond the support team without your permission, unless necessary to implement your adjustments.

Please confirm what adjustments you need for the interview process:

Question 7 - What best describes your current employment status?

◆ Please select the one that best applies

- ☐ Employed full time
- ☐ Employed part time
- ☐ Self-employed
- ☐ Unemployed
- ☐ Retired (whether receiving a pension or not)
- ☐ Student
- ☐ Looking after home or family full time

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☐ Prefer not to say**Question 9 - What is your household income?**

This information is helpful as it allows us to identify the impact of income on applications for Board/committee positions.

What would you say your household's total income from all sources is (please provide gross amount before taxes)?

Per Year:☐ less than £5 200☐ £5 200 to £10 399☐ £10 400 to £15 599☐ £15 600 to £25 999☐ £26 000 to £36 399☐ £36 400 to £49 399☐ £49 400 to £62 399☐ £62 400 to £77 999☐ £78 000 or more☐ Prefer not to say**Question 10 - Where do you live?**

Is your permanent address in Scotland?

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☐ Yes

☐ No

If no, please confirm where your permanent address is (e.g. Manchester, London):

☐ Prefer not to say

IN CONFIDENCE WHEN COMPLETED**Question 11 - Advertising and Publicity**

To allow us to manage our advertising and publicity campaigns effectively in the future, please tell us where you first heard about this vacancy

- ☐ Press; please state which publication:
- ☐ Social Media; please specify which social media platform (e.g. LinkedIn):
- ☐ SG Public Appointments Unit:
- ☐ Forums (e.g. Women in Tax); please specify which forum:
- ☐ Diversity Networks; please specify which network group:
- ☐ Revenue Scotland's Website
- ☐ Personal contacts; please specify if your personal contact is connected to Revenue Scotland:
- ☐ Other Website; please specify which website:
- ☐ Other, please specify:

- ☐ Prefer not to say

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Name:

Date:

Please confirm whether your application for appointment is as a member of the:

- ☐ Audit and Risk Committee (ARC)
- ☐ Staffing and Equalities Committee (SEC)
- ☐ Both ARC and SEC

As part of this process Revenue Scotland will collect and process personal data relating to applicants. GDPR Articles 6(1) (c) and (e) are the lawful bases for processing and GDPR Article 9 (2) (b), in order to comply with a legal obligation, is the condition for processing. For further details about how we manage your data please see the [Revenue Scotland's Privacy Notice](#).

Personal information you provide in the recruitment process may be made available to Scottish Government and our additional data processors.