

WEST DUNBARTONSHIRE COUNCIL

EQUAL OPPORTUNITIES MONITORING FORM - CONFIDENTIAL

POLICY INTRODUCTION:

All applications will be treated fairly and consistently. The Council is positive about equality and everyone will receive fair treatment. The Council encourages applications from minority groups.

To help the Council monitor its Equal Opportunities Policy, please provide the information requested below, and return the completed form with your application form. This information will be kept separate from your application form and used for statistical and monitoring purposes only.

Thank you for your co-operation.

Post:

Post Ref No:

To complete form insert appropriate number at each section.


<p>(1) GENDER: Are you</p> <p>Female 1</p> <p>Male 2</p> <p><input type="text"/></p>	<p><input type="text"/></p>	<p>(4) AGE: Are you</p> <p>Aged Under 16 1</p> <p>16 to 24 2</p> <p>25 to 29 3</p> <p>30 to 39 4</p> <p>40 to 49 5</p> <p>50 to 59 6</p> <p>60 to 74 7</p> <p>75+ 8</p> <p><input type="text"/></p>	<p><input type="text"/></p>
<p>(2) DISABILITY: Are you a disabled person?</p> <p>Yes 1</p> <p>No 2</p> <p><input type="text"/></p>	<p><input type="text"/></p>	<p>(5) RESPONSIBILITY FOR CARE (Outline your responsibility for care)</p> <p>Children Yes 1</p> <p>No 2</p> <p>Elderly Dependants Yes 1</p> <p>No 2</p> <p>Other Dependants Yes 1</p> <p>With Disability No 2</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>	<p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>(3) ETHNIC GROUP: Are you</p> <p>White Scottish 1</p> <p>Other White British 2</p> <p>White Irish 3</p> <p>Other White 4</p> <p>Asian Scottish 5</p> <p>Indian 6</p> <p>Pakistani 7</p> <p>Bangladeshi 8</p> <p>Other Asian 9</p> <p>Chinese 10</p> <p>Black Scottish 11</p> <p>Caribbean 12</p> <p>African 13</p> <p>Other Black 14</p> <p>Any Mixed Background 15</p> <p>Gypsy Traveller 16</p> <p>Other Ethnic Group (specify) 17</p> <p>.....</p> <p><input type="text"/></p>	<p><input type="text"/></p>		

To be completed by existing West Dunbartonshire Council employees only:

Compared with your present post, would you view this application as "applying for promotion"?

Yes

No

PER GP/1/01	CONFIDENTIAL	
GRIEVANCE PROCEDURES NOTIFICATION OF GRIEVANCE APPEAL		

Note: Complete all sections using black ink. If you require any assistance in completing this form contact your departmental Personnel Services section. In order to ensure that this process is free from discrimination please complete the Equal Opportunities Monitoring Form attached.

EMPLOYEE DETAILS:			
Name:		Department:	
N. I. No.		D.O.B.	
Designation:		Grade/Rate of Pay:	
Work Location:		Contact Tel No:	
Home Address			

TRADE UNION DETAILS:			
Name of Trade Union:		Name of TU Rep.	
Contact Address For TU Rep:		Contact No For TU Rep:	

STAGE OF APPEAL:	
STAGE 1 – Immediate Supervisor	<input type="checkbox"/>
STAGE 2 – Head of Department	<input type="checkbox"/>
STAGE 3 – Head of Personnel Services	<input type="checkbox"/>
Council Offices Garshake Road Dumbarton G82 3PU	

GRIEVANCE CATEGORY: Tick appropriate category			
Allowances	<input type="checkbox"/>	Conditions of Service/Pay	<input type="checkbox"/>
Dignity/Bullying & Harassment	<input type="checkbox"/>	Recruitment/Redeployment	<input type="checkbox"/>
Special Leave	<input type="checkbox"/>	Training/Development Issues	<input type="checkbox"/>
Working Environment	<input type="checkbox"/>	Working Hours/Flexible Working	<input type="checkbox"/>
		Contractual Issue	<input type="checkbox"/>
Other (please specify)			

DETAILS OF GRIEVANCE/COMPLAINT/CONCERN			

STAGE 1:			
Date Stage 1 Raised		Name of Manager Raised with:	
What answer was provided at Stage 1:			

STAGE 2:			
Date Stage 2 Submitted		Date of Stage 2 Hearing	
What answer was provided at Stage 2			
Manager Dealing with Stage 2		Date notified of outcome	

DETAILS OF RESOLUTION SOUGHT: Please indicate how you consider this can be resolved

STAGE 3 SUBMISSIONS: Please indicate submissions attached with this form

Notification of Outcome of Stage 2

Monitoring Form

1. Specify any other attachments
- 2.
- 3.

Has an ET1 form been lodged? YES/NO

Are you likely to lodge an ET1 form YES/NO

SIGNATURE		DATE	
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CORPORATE PERSONNEL USE ONLY

Date Received		Date Acknowledgement Sent	
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WEST DUNBARTONSHIRE COUNCIL

EQUAL OPPORTUNITIES MONITORING FORM - CONFIDENTIAL

POLICY INTRODUCTION:

West Dunbartonshire Council will ensure that all our employment practices are free from discrimination. This includes discipline and grievance procedures. One of the ways to achieve this is by monitoring employees who are involved in either discipline or grievance procedures. Information will be collated to identify whether discrimination is an issue for any particular group or category of employee..

This information will be treated as confidential and will be used only to provide a statistical profile of discipline and grievance procedures. The form should be completed and passed to your Manager who will pass it to your departmental Personnel Section for monitoring purposes.

Thank you for your co-operation.

Discipline Procedures:

Grievance Procedures:

Issued by Disciplining Officer

Submit with Form PER/GP/1/01

To complete form insert appropriate number at each section.

<p>(1) GENDER: Are you</p> <p>Female 1</p> <p>Male 2</p> <p><input type="checkbox"/></p>	<p>(4) AGE: Are you</p> <p>Aged Under 16 1</p> <p>16 to 24 2</p> <p>25 to 29 3</p> <p>30 to 39 4</p> <p>40 to 49 5</p> <p>50 to 59 6</p> <p>60 to 74 7</p> <p>75+ 8</p> <p><input type="checkbox"/></p>
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Date Completed: