

## Template for gathering demographic information.

Your logo here

Please answer each of the questions below.

First name

Surname

Write your age in years in the space below.

What is your gender?

1  Male

2  Female

In which department do you work? Please tick the relevant box.

*Edit the question to list the departments within your company. This question can also be altered or copied to ask about divisions, branches and sections.*

1  Department 1

4  Department 4

2  Department 2

5  Department 5

3  Department 3

Where is your office located? Please tick the relevant box.

*Edit the question to list the locations of the branches of your company.*

1  Location 1

4  Location 4

2  Location 2

5  Location 5

3  Location 3

What is your job title? Write your job title in the space below.

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What is your supervisor's job title? Write your supervisor's job title in the space below.

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How long have you been with the organisation?

Write your answer to the nearest year in the space below. If you've been with the organisation for less than a year, please write the number of months as a decimal fraction of a year - for example, if you've been with the organisation 6 months, then write 0.5 years.

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How long have you been in your current position in the organisation?

Write your answer to the nearest year in the space below. If you've been in your current position for less than a year, please write the number of months as a decimal fraction of a year - for example, if you've been with the organisation for 6 months, then write 0.5 years.

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How many people do you supervise on a day-to-day basis? Write your answer in the space below.

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Do you work part-time or full-time for the organisation? Please tick the relevant box.

1  Part-time

2  Full-time

How much experience have you had in your current area of work?

Write your answer to the nearest year in the space below. If either of the values is less than a year, please write the number of months as a decimal fraction of a year - for example, if you've had 6 months experience in your current area of work, please write 0.5 years.

At this organisation

At previous organisations

\_\_\_\_\_

\_\_\_\_\_

What is your highest level of education? Please tick the relevant box.

GCSE/O Levels

Bachelor's degree

A levels

Master's degree

Diploma

Doctor's degree

Other \_\_\_\_\_

How many years of formal schooling have you had? (Please include primary, secondary and tertiary education.)

\_\_\_\_\_

*Please note that the following three questions cover sensitive issues. Consider whether you really need the questions. If you do, then place them last in the demographic section, and state exactly what the purpose of asking the questions is, and who will have access to the information. You may also want to state that answering the questions is optional.*

What is your ethnic identity? Write your ethnic identity in the space below.

\_\_\_\_\_

What is your religion? Write your religion in the space below. If you have no religion, please write None.

\_\_\_\_\_

*This question is phrased in terms of salary. It may be more appropriate to ask about annual income. Salary information is also likely to be available from the personnel files.*

What is your approximate salary?

\_\_\_\_\_