



EQUAL OPPORTUNITIES IN EMPLOYMENT

The University of Liverpool is an equal opportunities employer. We need to carry out equalities monitoring in order to meet our statutory obligations and to make sure our Human Resources processes are working to promote equality for all applicants and staff. **Please help us do this by marking ALL appropriate boxes and returning this form to Human Resources (Recruitment), either with your Application Form or by itself if you have already applied.**

Post applied for

Department Job Ref:

Closing Date

Where did you see the post advertised?

Equal Opportunities Monitoring Questions

1. **My Gender is**

| | | | | | |
|------|--------------------------|--------|--------------------------|-------|--------------------------|
| Male | <input type="checkbox"/> | Female | <input type="checkbox"/> | Other | <input type="checkbox"/> |
|------|--------------------------|--------|--------------------------|-------|--------------------------|

 2. **My date of birth is**

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

 (DD/MM/YY)

3 **Is your Gender Identity the same as the gender you were originally assigned at birth?**

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

4 **Disability:** the Equality Act (2010) defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Please mark box below - X

| | | | |
|---|--------------------------|--|--------------------------|
| No known disability | <input type="checkbox"/> | Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches) | <input type="checkbox"/> |
| Specific learning disability (such as dyslexia or dyspraxia) | <input type="checkbox"/> | Deaf or serious hearing impairment | <input type="checkbox"/> |
| General learning disability (such as Down's syndrome) | <input type="checkbox"/> | Blind or serious visual impairment | <input type="checkbox"/> |
| Cognitive impairment (such as autistic spectrum disorder or resulting from head injury) | <input type="checkbox"/> | Mental health condition (such as depression or schizophrenia) | <input type="checkbox"/> |
| Long-standing illness or health condition (such as cancer, HIV, diabetes, or epilepsy) | <input type="checkbox"/> | Other type of disability | <input type="checkbox"/> |

Guaranteed Interview Scheme

| | |
|---|--|
| | We guarantee to interview all disabled applicants who meet the essential criteria for the post and consider them on their abilities. As desirable criteria would not be applied, any false declaration of disability to obtain an interview may subsequently invalidate any offer of employment or contract of employment. Should you wish your application to be considered under the scheme, please mark X in the yes box below and ensure you send this form with your application |
| I declare I have a disability, as defined by the Equality Act above, and wish to apply for the Guaranteed Interview Scheme (Yes) | |

5 **My Nationality is**

| |
|--|
| |
|--|

6 **My Ethnic Origin is** (please mark one box only – X)

White

English, Welsh, Scottish, British
 Irish
 Gypsy or Traveller
 Any other white background

Black/African/Caribbean/British

Black or Black British - Caribbean
 Black or Black British - African
 Other Black background

Other ethnic group

Arab
 Other Ethnic background
 Information refused

Asian/Asian British

Asian or Asian British - Indian
 Asian or Asian British - Pakistani
 Asian or Asian British - Bangladeshi
 Chinese
 Other Asian background

Mixed / Multiple ethnic group

Mixed - White and Black Caribbean
 Mixed - White and Black African
 Mixed - White and Asian
 Other Mixed background

7 What is your Religious Belief? (This is an optional question)

No religion or belief
 Christian
 Buddhist
 Hindu
 Jewish

Muslim
 Sikh
 Any other religion or belief
 Prefer not to say

8 What is your Sexual Orientation? Sexual Orientation means who you are emotionally attracted to. (This is an optional question).

Straight / Heterosexual
 Gay Women / Lesbian
 Other

Gay Man
 Bisexual
 Prefer not to say

Personal Details

Surname / Family Name:

First Names (in full): Title (Mr/Mrs/Dr/Prof etc)

Address:

.....

Postcode:

Data Protection - I agree to the University of Liverpool recording and using personal data contained in this form for the purpose of monitoring the University's Diversity & Equality of Opportunities Policy, and for statistical purposes.

Signed (type name) Date



UNIVERSITY OF
LIVERPOOL

APPLICANT INFORMATION FORM

FOR APPLICATIONS FOR ACADEMIC AND ACADEMIC-RELATED POSTS

Please return to Human Resources (Recruitment),
The University of Liverpool, Hart Building, Mount Pleasant, Liverpool L3 5TQ
FAX: 0151-794-2212 E-MAIL: jobs@liv.ac.uk

Applications should comprise:

- This **form** with all sections completed in full
- A copy of your full **curriculum vitae**, including a **list of publications** where appropriate
- A **statement** indicating the reasons for applying for this post, and how your training and experience are relevant

Please use black ink or type

POST DETAILS

| | |
|---|----------|
| Post Applied for | Job Ref: |
| Department | |
| Where did you see the post advertised ? | |

PERSONAL DETAILS

| | |
|---|-------------------------------------|
| Surname/Family Name | Title (Mr/Miss/Mrs/Ms/Dr/Prof etc.) |
| First names (in full) | |
| Address | |
| Postcode | Nationality |
| Tel.: Home | E-mail (if any) |
| Work | |
| Would you require a Certificate of Sponsorship to take up this appointment ? <i>(If you are a Non-EEA National and do not require a Certificate of Sponsorship please indicate the reason why).</i> | |

DETAILS OF PRESENT EMPLOYMENT

| | | |
|--------------------------------------|---------------------------|-------------------------------|
| Name and Address of Present Employer | Position held | Start date in this employment |
| Current Salary | Period of Notice Required | |

OTHER PERSONAL DETAILS

| |
|---|
| Have you ever been convicted of a criminal offence? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes' please attach details |
| You are not required to give details of a 'spent' conviction as provided by the Rehabilitation of Offenders Act |

1974 unless the post is one that involves direct contact with children or vulnerable adults where we need to know **all** convictions. Please refer to the Job Description of the post.

Are there any dates when you **would not** be available for interview? If yes, please give details Yes No

FOR MEDICAL AND DENTAL CLINICAL STAFF ONLY:

| | | |
|---------------|--------------------------|---------------------|
| G.M.C. Number | National Training Number | Pay Band Supplement |
|---------------|--------------------------|---------------------|

REFEREES

Please give the names and addresses of three people who have agreed to act as referees on your behalf, one of whom should be your present or most recent employer. Referees should not be related to you

NOTE: Unless indicated otherwise, we may contact your referees at an appropriate stage in the recruitment process

| Name and Address | May this referee now be approached ? |
|---|---|
| 1. Tel. No: _____ E-mail: _____ In what capacity does this referee know you ? (eg employer, tutor, friend etc) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Tel. No: _____ E-mail: _____ In what capacity does this referee know you ? (eg employer, tutor, friend etc) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Tel. No: _____ E-mail: _____ In what capacity does this referee know you ? (eg employer, tutor, friend etc) | Yes <input type="checkbox"/> No <input type="checkbox"/> |

DECLARATION

The information I have given on this form, and on any enclosures, is correct and I recognise that the University may terminate employment, without notice, should I knowingly mislead during the selection process

Data Protection : I agree to the University of Liverpool using personal data contained in this application, or other data which the University may obtain from me or other sources, for the purpose of dealing with my application for employment.

Signature (type name).....Date

March 09

PLEASE PASTE A COPY OF YOUR STATEMENT AND CURRICULUM VITAE AND, IF APPROPRIATE, A LIST OF PUBLICATIONS, IN THE SPACE BELOW BEFORE SENDING THE APPLICATION BY POST OR BY E-MAIL TO THE ADDRESS AT THE TOP OF THE FORM.

ALTERNATIVELY YOU MAY ATTACH A SEPARATE CURRICULUM VITAE AND STATEMENT TO THIS FORM OR TO YOUR E-MAIL