

## Equal Opportunities Monitoring Form

Heriot-Watt University is committed to equal opportunities for all, irrespective of sex, colour, ethnic origin, disability, age, marital status, religious or political beliefs, trade unions membership, sexual orientation or other irrelevant distinction.

As part of the University's policy commitments to promoting fair procedures for recruitment and selection and monitoring our staff population, it is necessary to collect the information detailed below. This information is collected on a confidential basis and will be used solely for monitoring purposes, and will not be made available to any selector, unless otherwise stated. Certain information will be held and processed on computer in accordance with the University's registration under the Data Protection Act.

Director of Human Resources

Job Title ..... Ref No ..... Department  
.....

Name ..... Where did you see the Vacancy  
.....

Please tick as appropriate: Female  Male

**DATE OF BIRTH** .....

### ETHNIC ORIGIN

**White  
Scottish**

Scottish   
  
Other British   
  
Irish   
  
Any other

**British**

**Black, Black Scottish  
or Black British**

Caribbean   
African   
Any other

**Mixed**

(Any mixed  
Background)

**Asian, Asian  
or Asian**

Indian  
Pakistani  
Bangladeshi  
Chinese  
Any other

Please Specify  
.....  
.....

Please Specify  
.....

Please Specify  
.....

Please Specify

**Other ethnic Background**  Please Specify .....

Do you consider yourself to have a disability? Yes  No

We are committed to interviewing any candidate with a disability who meets the minimum criteria for appointment to this post; this information will therefore be passed to the

Selector responsible for this post.

Under the terms of the Rehabilitation of Offenders Act 1974, (Exclusions and Exceptions) (Scotland) Order 2003, as amended, you must specify all convictions as the Rehabilitation of Offenders Act does not apply to this post. However every applicant will be assessed on their ability to do the job and the University is willing to consider applications from ex-offenders providing their convictions are not directly related to the type of work for which the application is made.

Do you have any criminal convictions or charges pending? Yes  No

Details:

.....  
.....  
.....  
.....

Signature.....

Date.....

Thank you for providing this information. Please return together with your completed application to:

Human Resources, Heriot-Watt University, Riccarton Campus, Edinburgh, EH14 4AS  
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