

## EQUAL OPPORTUNITIES MONITORING FORM

The University collects information from all job applicants on key characteristics which can be related to equal opportunities in employment. The information collected will form a confidential statistical record/database which will be used for monitoring the University's performance in respect of equal opportunities and as part of the process for determining an individual's entitlement to work in the UK. **PLEASE COMPLETE ALL SECTIONS**

Advertisement Reference Number

Surname

First Name(s)

Date of Birth

Gender

Male  Female

### What is your marital status?

Divorced  Married/Civil Partner  Partner

Single  Widowed  Prefer not to say

### Do you have any dependant children?

Yes  No  Prefer not to say

### Do you have any dependant adults?

Yes  No  Prefer not to say

### What is your religion or belief?

Buddhist  Christian

Hindu  Jewish

Muslim  Sikh

No religion  Prefer not to say

Other  (please specify):

### How did you become aware of the vacancy?

EDP  Guardian  Guardian online

Jobs.ac.uk  Job Centre  THE

THE online  UEA Website  Word of mouth

Other publication  (please specify):

Other online  (please specify):

How did you request the application pack? Post  telephone  email  download

How did you submit your application? Post  via email  in person

## REHABILITATION OF OFFENDERS

Have you had any court convictions other than spent convictions under the Rehabilitation of Offenders Act 1974 or are any proceedings pending? Yes  No  Motoring offences can be excluded if not relevant to the advertised post. If you have answered 'Yes' please provide details in a sealed envelope or as a separate e-mail attachment entitled 'Rehabilitation of Offenders – FAO HRM'.

## EQUAL OPPORTUNITIES STATEMENT

The University of East Anglia welcomes staff and student diversity and is an equal opportunities employer. We aim to ensure that no job applicant or employee will receive less favourable treatment on the grounds of sex, marital status, gender reassignment, race, colour, nationality, ethnic origin, disability, religion or belief, political belief, sexual orientation, pregnancy or childbirth, membership of a trade union, part-time working or age. We aim to ensure that job applicants who are disabled, become disabled, or have had a disability receive no less favourable treatment than others on the grounds of their disability and we are supportive in making reasonable adjustments. Selection practices, promotion criteria and access to training and development of individuals are actively reviewed to ensure that the selection, promotion, training and development of individuals is carried out on the basis of the job requirements and individuals' relevant skills and abilities alone.

We are committed to the promotion of equality and the elimination of unlawful discrimination and harassment. We will monitor and review the impact of policies and procedures and actively work to ensure that all members of the University community are aware of their responsibilities under the University's Codes of Practice and Equality Schemes.

### What is your sexual orientation?

Bisexual  Gay man

Gay woman/lesbian  Heterosexual/straight

Other  Prefer not to say

### What is your ethnicity?

**Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.**

Please indicate your ethnic origin by ticking the appropriate box

Asian or Asian British - Bangladeshi  Other Asian Background

Asian or Asian British - Indian  Other Black background

Asian or Asian British - Pakistani  Other Ethnic background

Black or Black British - African  Other Mixed background

Black or Black British - Caribbean  Other White background

Chinese  White – British

Mixed - White and Asian  White - Irish

Mixed - White and Black African  Prefer not to say

Mixed - White and Black - Caribbean  If any 'other' category ticked please specify if you wish:

## ENTITLEMENT TO WORK IN THE UK

What is your nationality? (please specify): .....

**Please indicate under which of the following you are entitled to work in the UK?:**

As an UK/EU National (excluding Romania & Bulgaria)  Tier 1 visa  Spousal visa  Dependant's visa   
Indefinite Leave to Remain  Other  (please specify):.....

**If none of the above, which of the following will you need?** (please tick one only):

Accession Worker Card  Tier 2 Sponsorship Certificate

## DISABILITY

**Definition of Disability - The Equality Act 2010 defines 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.' Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.**

- 1) Do you have a disability as defined by the Disability Discrimination Act? Yes  No  Prefer not to say   
2) If 'Yes', do you wish to participate in the "Two Tick" Scheme? Yes  No

Please note that this form will be detached from your application before being sent to the recruiting manager and will be held in Human Resources. Recruiting managers are only informed that you wish to participate under the "Two Tick" Scheme and are not provided with any information about your disability, other than to make appropriate arrangements for reasonable adjustments to be put in place at interview. If you require any adjustments and are short listed for interview you will be contacted by a member of the Human Resources Division to discuss your requirements.

A disabled person is someone who has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Please note that a physical impairment includes sensory impairment such as blindness, partial sight and hearing loss. A mental impairment includes learning difficulties or a mental health condition (depression or schizophrenia).

Some examples of impairments or long term conditions (likely to last longer than 12 months or likely to recur) that could be considered as a disability (please note this list is not exhaustive) are: diabetes, epilepsy, speech impairment, hearing impairment, dyslexia, severe facial disfigurement, Crohn's disease, mental illness, HIV, muscular dystrophy, cerebral palsy, heart disease, learning difficulties.

**3a) Please indicate the nature of your disability or long term condition (please tick the relevant box):**

- Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease or epilepsy)
- Mental health condition (such as depression or schizophrenia)
- Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
- Deaf or serious hearing impairment
- Blind or serious visual impairment
- Specific learning disability (such as Dyslexia or Dyspraxia)
- General learning disability (such as Down's syndrome)
- Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)
- Other type of disability or long term condition

**Please indicate the length of time you have had the condition, and if you wish provide additional information about your disability or long term condition:**

**3b) Please let us know if there are any reasonable adjustments we need to consider making if you are invited to interview for this post, for example access to interview rooms, alternative equipment, hearing loop etc.**

**3c) Please inform us of any reasonable adjustments we would need to consider if you were successful following interview.**

**I confirm that all personal details provided on this form and any accompanying documentation are correct, and understand that any false statement could result in the appointment being declared invalid. If you are submitting this form electronically, please enter your name or your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document had been signed and dated by hand.**

**Signature:**

**Date:**