

UNIVERSITY OF STRATHCLYDE APPOINTMENTS AND PROMOTIONS EQUAL OPPORTUNITIES QUESTIONNAIRE



The University of Strathclyde is committed to a programme of action to promote equality and diversity in employment. One aim of this policy is to ensure that you and other applicants for posts are not subject to any unfair treatment on the grounds of gender, marital/civil partnership status, disability, race, religion, sexual orientation, age or other irrelevant factor.

The University has an equal opportunities policy printed overleaf and a range of equality policies on the website at: <http://www.strath.ac.uk/about/policies>

To monitor progress and ensure that our policies are effective we require to collect monitoring information about applicants for posts, and career development. This information will assist us supporting existing staff and attracting a diverse workforce to Strathclyde.

Please complete this form and return it with the application form – this information will be kept confidential and will be used only for the purpose of Monitoring. This form will not be used as part of the selection process or made available to any other person. If you have any questions or would like further clarification then please do not hesitate to contact the Equal Opportunities Officer at 0141 950 3195

Name:	Job Number: (If applicable)			
Post Title:	Date of Birth:	Day	Month	Year
	Age:			

Please tick the appropriate boxes to indicate gender and working arrangements.

Female Male
 Full Time Part Time Job Share Other(Please state)

Please indicate your ethnic origin by ticking one of the boxes below or filling in the data where appropriate.
 (Categories are derived from Census 2001)

1 **White**

Scottish Other British
 Irish Any other White background

2 **Mixed**
 Any Mixed background:

3 **Asian, Asian Scottish or Asian British**

Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background, please write in:

4 **Black, Black Scottish or Black British**

Caribbean African
 Any other Black background

5 **Other ethnic background**
 Any Other background:

Are you a disabled person? NO Yes If yes please complete the section below

Information you provide on disability will be made available to the selection panel and may be discussed with you at interview stage.

The Disability Discrimination Act (1995) defines a disability as any physical or mental impairment, which has lasted for 12 months or more or is likely to last at least 12 months and has an adverse effect on a person's ability to carry out normal day to day activities.

Are there any adjustments that you are aware of that might reasonably be undertaken by the University that would enable you to apply for this position?

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Do you consider you have a disability which could affect your ability to carry out any duties of the post? Yes No
 Do you consider you have a medical condition which could affect your ability to carry out any duties of the post? Yes No

Please continue overleaf

If you answered yes to either of above then please state the condition or disability

How could this affect your ability to carry out any duties of the post?

Are there any adjustments that you are aware of that might reasonably be undertaken by the University that would enable you to carry out the duties you have identified above more effectively?

EQUAL OPPORTUNITIES FOR STAFF AND STUDENTS STATEMENT OF INTENT

The following policy statement has been agreed and adopted by the University:

The University of Strathclyde confirms its commitment to a policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated on the basis of their relative merits, abilities and potential, regardless of their gender, colour, ethnic or national origin, family circumstance, age, disability, religious or political beliefs, socio-economic background, sexual orientation, trade union membership or other irrelevant distinction.

The University is committed to a programme of action to eradicate any unfair or discriminatory practices, and to ensure that this policy be fully effective.

General Principles

The University believes that a properly implemented and monitored equal opportunities policy is in the best interests of the University, its students and its employees, both present and future. To this end -

1. The University undertakes to publicise this policy to staff and students within the institution and to make it known where appropriate to prospective students and employees. It shall be the responsibility of the Vice-Principal or other Senior Officer approved by Court to oversee the implementation of the policy.
2. Normally posts and courses will be publicly advertised. They will be designed to encourage applications from relevant groups. Qualifications and requirements asked for (including age limits for employment) must be justified by the nature of the post or course of study.
3. All University publications will avoid the use of words or phrases, which are directly or indirectly discriminatory. Recruitment literature will state that the University is an equal opportunities employer and documentation will be designed to eliminate requests for information not relevant to the post or course of study. It is recognised however that it may be necessary to request certain information on a confidential basis for monitoring, personnel or payroll purposes.
4. Members of the University involved in the selection, management, teaching or supervision of staff or students have a duty to ensure that no discrimination occurs in the administration of any of the University's procedures or agreed terms of employment. The University recognises that appropriate guidance and training will require to be given.
5. The protection of this policy is the responsibility of the University and of everyone in it. All staff and students have a personal responsibility to adhere to and apply this policy in their dealings with others both internal and external to the University.
6. Discrimination or harassment by any member of the University, or victimisation of anyone who has complained of such, will be regarded as misconduct and dealt with through the appropriate disciplinary procedures.
7. Any member of the University who believes they to have been the subject of discrimination or harassment may make use of the procedures laid down in the University's Personal Harassment Policy or any other appropriate procedures.
8. The necessity for monitoring and evaluating the implementation of this policy is recognised and appropriate mechanisms will require to be developed. Co-ordination of the monitoring procedure will be the responsibility of the Personnel Office.
9. Where it is deemed helpful the advice and guidance of the relevant specialist bodies involved in equal opportunities will be sought.