**Equal Opportunities Data Collection Form**

Human Resources, University of Dundee, Dundee, DD1 4HN

**Name:**

**Job /** **Position Title:**

**Vacancy Reference Number:**

The University of Dundee is committed to promoting and developing an inclusive and supportive environment in all its employment practices which is free from unfair discrimination and will enable staff to fulfil their full potential. The University of Dundee values the diversity of its staff and welcomes applications from all sections of the community. The University of Dundee aims to ensure that job applicants and members of staff are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination.

The information provided here is required for monitoring purposes. It will not be made available to those engaged in shortlisting for the position.

**AGE RANGE** (please select **ONE** option from the below list)

16 – 19  50 - 59

20 – 29  60 - 64

30 – 39  65+

40 – 49  Prefer not to say

**GENDER**

1 Male  2 Female

**SEX IDENTIFIER**

1 Male  2 Female  3 Other

**GENDER IDENTITY** Is your gender identity the same as the gender you were originally assigned at birth?

1 Yes

2 No

98 Prefer not to say

**SEXUAL ORIENTATION** (please select **ONE** option from the below list)

01 Bisexual  04 Heterosexual

02 Gay man  05 Other

03 Gay woman/lesbian  98 Prefer not to say

**DISABILITY**

If you have NO disability, please check the following box  00 No known Disability

If you DO have a disability or disabilities, please identify on the list below, that has the most impact on your ability to undertake day-to-day activities (please check a maximum of **ONE** box)

51 Specific learning disability  56 Physical impairment or mobility issues

(such as dyslexia or dyspraxia) (such as difficulty using arms

or using a wheelchair or

52 General learning disability crutches)

(such as Down’s syndrome)

57 Deaf or serious hearing impairment

53 Social/Communication impairment

(such as Asperger’s syndrome/other  58 Blind or serious visual impairment

Autistic spectrum disorder) uncorrected by glasses

54 Long standing illness or health   96 Other type of disability

condition

(such as cancer, HIV, diabetes,

chronic heart disease or epilepsy)

55 Mental health condition

(such as depression or schizophrenia)

If you have multiple disabilities, or have selected ‘Other type of disability’, please provide some addition information about your disability / disabilities: (You can also use this section to provide us with any other additional / relevant information.)

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If you do not want to provide this information, please check the following box  97 Prefer not to say

**DO YOU CURRENTLY HAVE PERMISSION TO WORK IN THE UK?**

Yes  No

**Note:** If you currently do not have permission to work in the UK, please refer to the [UKBA](http://www.ukba.homeoffice.gov.uk) (<http://www.ukba.homeoffice.gov.uk>) website for details on sponsorship requirements.

**IF YOU DO HAVE PERMISSION TO WORK IN THE UK, PLEASE CONFIRM YOUR PERMISSION TYPE**

UK/EEA Citizen  Tier 4

Tier 1  Tier 5

Tier 2  Accession State Worker Registration Scheme

Dependant Visa  Residency / Indefinite Leave to Remain

Other

If you have selected ‘Other’ please provide some addition information:

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**ETHNIC GROUP** (please select **ONE** option from the below list)

13 White - Scottish  39 Other Asian Background

15 Gypsy or Traveller  41 Mixed-White and Black Caribbean

19 Other White Background  42 Mixed-White and Black African

21 Black or Black British-Caribbean  43 Mixed-White and Asian

22 Black or Black British-African  49 Other Mixed Background

29 Other Black Background  50 Arab

31 Asian or Asian British-Indian  80 Other Ethnic Background

32 Asian or Asian British-Pakistani  90 Not Known

(can be used if you genuinely do not know your

33 Asian or Asian British-Bangladeshi ethnicity, for example if you were adopted)

34 Chinese  98 Prefer not to say

**RELIGION OR BELIEF** (please select **ONE** option from the below list)

01 No religion  11 Jewish

02 Buddhist  12 Muslim

04 Christian – Church of Scotland  13 Sikh

05 Christian – Roman Catholic  14 Spiritual

09 Christian – Other Denomination  80 Any other religion or belief

10 Hindu  98 Prefer not to say

**Some posts require membership of a Professional Body(ies). Have you ever been subject to any warnings or penalties imposed (or pending) by any Professional Body(ies)?**

Yes  No

If you have selected ‘Yes’ please advise of the specifics:

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**Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred (i.e. spent). However, there are certain exceptions to this rule. The University has a limited number of posts which require applicants to make a full declaration prior to interview, of all convictions including those spent. These declarations are subsequently checked with Disclosure Scotland. Therefore, have you ever been convicted of a criminal offence, other than spent convictions, under the Rehabilitation of Offenders Act 1974, and/or do you have any charges pending?**

Yes  No

If you have selected ‘Yes’ please advise of the specifics:

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Thank you for taking the time to complete this form.

Please sign and date in the space below as confirmation that the details within this form are a true account of your current personal details. The completed form should be returned to your College/SASS HR Office.

**Signature:**

**Date:**