 **CfACTs Call 1 Application – Part G**

**Equality Monitoring Form**

**Equality and Diversity Policy (Employment) Statement**

Bournemouth University (BU) aims to create a work and study environment for students, staff and visitors to BU where different values and beliefs can be freely expressed and openly discussed and will do what it can to encourage open and respectful debate around equality and diversity issues. In pursuit of this it is essential that no person shall experience more or less favourable treatment on the grounds of disability, gender, gender expression and identity, sexual orientation, marital or parental status, age, race, colour, ethnic origin, nationality (subject to UKVI permission), trade union membership and activity, political or religious beliefs, socio-economic background and any other distinction.

In order to ensure the effective implementation of this policy, BU will monitor its employment related policies, practices and procedures on a continuing basis. Where appropriate, action will be taken to address any matters arising from monitoring.

As an approved Disability Confident employer we are committed to employing disabled people and will interview all applicants with a disability recognised within the definition of the Equality Act 2010, who meet the minimum criteria for a job vacancy and consider them on their abilities. The Act 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 is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months. If you are in any doubt about whether you meet this definition please contact Human Resources.

Please complete all relevant questions on the form below.

For further information about how and why we process your personal information, including the legal basis under the data protection legislation, please see our privacy notice: <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/staff-applicants-privacy-notice>.

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| 1. **Surname** | 1. **Forename(s)** |
| 1. **Post Applied For** | |
| 1. **Job Reference Number** | 1. **Legal Sex (For HMRC)** |
| 1. **Date of Birth** | 1. **Nationality** |
| 1. **How did you hear about this vacancy** (please tick as appropriate)       For any other source please provide details: ………………………………………………..………………………………………… | |
| 1. **Ethnicity** | |
| 1. **Religion or Belief** | |
| 1. **Sexual Orientation**      1. **What do you consider your sexual identity to be?**     “Other” is intended to include anyone who is or identifies as polygender, intersex, gender fluid, intersex, androgyne, ambigender, gender queer.  This question and response options are determined by HESA. More information can be found in HESA’s staff data collection notice <https://www.hesa.ac.uk/about/regulation/data-protection/notices>   1. **Is your current gender identity the same as the gender you were originally assigned at birth?**     **14. Disability**  The Equality Act 2010 protects employees, job applicants, contract workers and students who fall within the definition of disability. The Act 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 is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months. This definition includes people with heart disease, diabetes, epilepsy, severe disfigurement, depression, schizophrenia, Down’s syndrome, dyslexia, for example. It also includes some other recurring or potentially recurring conditions.  **Do you consider yourself to be disabled within the definition of the Equality Act 2010**?    If you may need any equipment, support or adjustment at the interview stage because of your disability, please give further details here\*: ………………………………………………………………………..................................................................  ……………………………………………………………………….........................……………………………………………………………………….........................……………………………………………………………………….........................................................................................................  \*You are not obliged to declare a disability and BU recognises that many people who may be considered disabled under the terms of the Equality Act 2010, do not require any assistance or support. However, for those who do, equipment, computer software, or other support, assistance or reasonable adjustment may be available, so an individual’s impairment would have little or no bearing on their prospect of securing the post. This support may include specific arrangements with regard to access to BU premises for the interview. | |
| **14. Data Protection**  BU is required to submit specific data to the Higher Education Statistics Agency (HESA) for all members of staff. Except for any details you choose to provide to us about equipment or support required for any disability, the data requested in this form is a requirement from our regulator and will be included in the annual staff return to HESA if you become a member of staff. The data we provide to HESA is coded and we do not provide your name. Further information is available on HESA's website: <https://www.hesa.ac.uk/>.  BU also uses this data for statistical analysis and internal and external reporting, and to provide you with any equipment or support required for the interview stage.  For further information on how and why we process your personal information, including the legal basis for our processing, please see our privacy notice: <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/staff-applicants-privacy-notice>.  **For KTP Associates**: BU will share information about any equipment or support you require for the interview stage with the KTP company named in the job advertisement as necessary.  You should be aware that when you email BU the possibility exists, however minimal, that unauthorised individuals may be able to intercept your message. We recommend as a result you consider password protecting this form before sending it to us by email and informing us of the password separately (e.g. by telephone).  **15. Declaration**  I understand that my personal information including sensitive personal data/special categories of data (ethnicity and disability), will be processed by HESA for the purposes set out in HESA's Staff Data Collection Notice:<https://www.hesa.ac.uk/files/HESA_Staff_Collection_Notice_2018-19.pdf> I understand that it is my responsibility to read the HESA Notice in order to understand how my data will be processed after it is submitted by BU to HESA.  Signed…………………………………………………..  Date …………………………………………………… | |

**BU Employees can complete this information online through the HR Portal:** [**hrportal.bournemouth.ac.uk**](https://hrportal.bournemouth.ac.uk/)

**Thank you for completing the Equality Monitoring Form. Upon completion, please send your Application for Employment, and the Equality Monitoring Form by email to** [**hrvacancies@bournemouth.ac.uk**](mailto:hrvacancies@bournemouth.ac.uk)