****

**EQUAL OPPORTUNITIES IN EMPLOYMENT**

Please complete this form and return with your application form if applying for a BUCS vacancy.

**EQUAL OPPORTUNITIES STATEMENT**

British Universities and Colleges Sport is committed to promoting and developing equality of opportunity in all areas of its work. In order to achieve this aim, BUCS will seek to:

* Ensure that prospective and current job applicants and members of staff are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on the grounds of age, sex, disability, family circumstances, race, colour, nationality, citizenship, ethnic origin, social and economic status, religious belief, sexual orientation, marital status or other relevant distinction;
* Promote good relations between individuals for different groups;
* Recognise and develop the diversity of skills and talent within both its current and potential staff;
* Foster a culture based on trust and mutual respect;
* Undertake a programme of action to make equality policies effective;
* Monitor progress towards achieving equality of opportunity on a regular basis;
* Communicate to staff, associates and others the promotion of equal opportunities and BUCS procedures to sustain it.

**MONITORING**

To ensure that BUCS equal opportunities policy is effective, detailed monitoring of applicants will be carried out. This necessitates the collection of information regarding applicants’ gender, marital status, age, ethnic origin, nationality and disability. This monitoring slip is detached prior to shortlisting and is not seen by staff involved in making shortlisting decisions. The content of the slip is treated in strict confidence by the Personnel Department.

Please indicate the option which most closely describes you.

GENDER

Female  Male  Prefer not to say  Prefer to self-describe 

Date of birth:

NI Number:

Have you ever been convicted of a criminal offence, other than that of a spent conviction under the Rehabilitation of Offenders Act 1974?

 Yes □ No □

Having a current conviction will not necessarily bar you from employment with BUCS. This will depend on the nature of the work and circumstance and background of the offence(s). You will be notified separately if disclosure information is to be sought from the Criminal Records Bureau

If yes, please give details:

|  |
| --- |
|  |

**DATA PROTECTION STATEMENT**

Access to this information will be restricted to a limited number of authorised BUCS staff.

I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above, for the duration of my contract of employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee of British Universities and Colleges Sport.

I confirm that all the information given on this form is complete and correct by signing below.

Signature: …… …………………………. Date: ………………………………………………….

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.

**RIGHT TO WORK**

I confirm that I have the legal right to work in the UK under current legislation 

If your right to work is based on a work visa or permit, please provide the details:………………………

…………………………………………………………………………………………………………………………………………….

**EQUAL OPPORTUNITIES MONITORING FORM**

British Universities and Colleges Sport is committed to a policy of Equal Opportunities in Employment. One of the aims of this policy is to ensure that discrimination on the grounds or race or sex, or disability is avoided. To ensure that this policy is fully and fairly monitored would you please complete this form and return it with the application form. Information collected will form a confidential statistical record which will not be used for any purpose other that BUCS policy on Equal Opportunity.

Post applied for ..................................................……..

Date of Birth:

Please mark with an ‘x’ the boxes which closely describe you

Iam: Female  Male  Prefer not to say  Prefer to self-describe 

I am □ White – British □ Asian or Asian British - Bangladeshi

□ White – Irish □ Chinese or other Ethnic Chinese

 □ Other White Background □ Other Asian Background

 □ Black or Black British – Caribbean □ Mixed – White and Black Caribbean

 □ Black or Black British – African □ Mixed – White and Black African

 □ Other Black Background □ Mixed – White and Asian

 □ Asian or Asian British – Indian □ Other Mixed Background

 □ Asian or Asian British – Pakistani □ Other Ethnic Background

**Disability**

Definition: The Disability Discrimination Act 1995 defines a disabled person as one who has physical or mental impairment which has substantial and long term adverse effect on his/her abilities to carry out normal day to day activities.

Do you have a disability? Yes □ No □

If yes, what is the nature of your disability?

………………………………………………………………………………………………………………