# THE UNIVERSITY OF MANCHESTER

**CANCER RESEARCH UK MANCHESTER INSTITUTE**

# Equal Opportunities Monitoring

The Cancer Research UK Manchester Institute is committed to implementing its Equality and Diversity Policies. In order to monitor the effectiveness of the policies, all applicants for employment are asked to complete this form. This information will be treated confidentially***. Please return this Equal Opportunities form to the HR Department, Cancer Research UK Manchester Institute, University of Manchester, Wilmslow Road, Withington, Manchester, M20 4BX. Or email it to:*** [***jobs@cruk.manchester.ac.uk***](mailto:jobs@cruk.manchester.ac.uk)

Information provided in the form will not be used to inform the selection process.

|  |  |
| --- | --- |
| **Surname:** | **Forenames:** |
| **Job reference Number (e.g. MI/\*\*/\*\*):** | |
| |  |  | | --- | --- | | 16-19  20-24  25-29  30-34  35-39  40-44 | 45-49  50-54  55-59  60-64  65-69  Prefer not to say  Unknown |   **Age:** | |
| **Gender:**  Male  Female  Prefer not to say  *(on birth certificate)* | |
| **Marital Status*:***   |  |  | | --- | --- | | Married  Separated  Divorced  Prefer not to say | Single  Living with Partner  Widowed |   *It is unlawful to discriminate against married persons in employment under the Equality Act 2010. To ensure that we are not in breach of this Act we must collect and analyse data on marital status.* | |

**Nationality and Right to Work in the UK:**

|  |
| --- |
| Please state your Nationality:  Do you have the right to work in the UK under the Home Office UK Border Agency Regulations?  Yes  No  Please state under what eligibility you are able to work in the UK:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Ethnic Origin:** Which one of the following groups do you feel most adequately describes your ethnic origin?

|  |  |
| --- | --- |
| White British | Asian or Asian British – Bangladeshi |
| White Irish | Other Asian Background |
| Other White 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 | Chinese |
| Other –Mixed Background | Other Ethnic Background |
| Asian or Asian British - Indian | Unknown |
| Asian or Asian British - Pakistani | Prefer not to say |

## Disability:

|  |  |  |
| --- | --- | --- |
| **Please refer to the information below before answering this question:** | | |
| (*The Equality Act 2010 defines a disability as a physical or mental impairment that has a substantial and long-term (more than 12 months) adverse effect on a person’s ability to carry out normal day to day activities).* | | |
| In order to ensure that disabled people compete fairly for jobs at the Institute, it would be helpful if you could answer the following questions: | | |
| Do you consider yourself to be disabled / have a disability as defined above, or if you do not consider yourself to be disabled, do you have any long-term health related condition that impacts upon your ability to carry out normal  day-to-day activities? | | Yes |
| No |
| Prefer not to say |
| **If yes, please tick which category you think best describes your disability.** | | |
| Dyslexia | Mental health difficulties | |
| Blind or partially sighted | Autistic Spectrum Disorder | |
| Multiple disabilities | Personal Care support | |
| Deaf or hearing impairment | An unseen disability: e.g. diabetes,  epilepsy, asthma  Other disabilities (please specify): | |
| Wheelchair User/other  mobilitydifficulties |
| Do you have any additional support needs to enable you to attend an interview and/or if appointed? If so, please give details: | | |

**Religious beliefs:** To which of the following religions, bodies or belief systems, if any, do you belong or affiliate with?

|  |  |
| --- | --- |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Muslim |
| Sikh |
| Buddhist | I have no religious beliefs |
| Hindu | Other (please state) |
| Jewish | Prefer not to say |

**Sexual Orientation:**

|  |  |
| --- | --- |
| Bisexual | Other (please state) |
| Gay/Lesbian | Prefer not to say |
| Heterosexual |  |

**How did you find out about this vacancy?**

|  |  |
| --- | --- |
| **Internet** | **Social Media** |
| [www.cruk.manchester.ac.uk](http://www.cruk.manchester.ac.uk) **only** | Facebook |
| directed [www.cruk.manchester.ac.uk](http://www.cruk.manchester.ac.uk) **via**  **Please specify:** | Twitter |
| www.jobs.ac.uk | LinkedIn |
| www.manchester.ac.uk | **Print** |
| www.fish4jobs.co.uk | MEN/Metro |
| Nature  Naturejobs Career Expo | **Other** |
| New Scientist | Job Centre |
| Total jobs | Word of Mouth |
|  | **Please specify if not listed:** |

|  |
| --- |
| **REHABILITATION OF OFFENDERS / DBS (Disclosure and Barring Service)** **checks** |
| Candidates selected for interview will be required to provide details regarding criminal record(s) at this stage of the recruitment and selection process.  Posts with either standard or enhanced disclosure also require Disclosure and Barring Service (DBS) checks before an appointment can be confirmed. A criminal record will not necessarily be a bar to obtaining a position |

For information:

The data given on this form will be used in accordance with the University of Manchester’s registration under the Data Protection Act (1998). The University of Manchester is the Data Controller within the meaning of the Act. For the successful candidate, the information will form part of their personal, confidential record. In the case of unsuccessful candidates, the data will only be used for statistical purposes.

**Guaranteed Interview Scheme**

The University of Manchester are users of the Disability Two Ticks Symbol which is awarded by Jobcentre Plus. Under this scheme, we guarantee an interview to anyone with a disability who meets the essential criteria for the job.

**What do we mean by disability?**

The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

The University of Manchester is an Equal Opportunities employer and is committed to supporting disabled people in recruitment, employment and career development.

|  |  |  |
| --- | --- | --- |
| Using the definition above do you consider yourself to have a disability? | Yes | No |

Please indicate below if you would like to be considered under this Scheme.

|  |  |  |
| --- | --- | --- |
| I would like to be considered under the Guaranteed Interview Scheme | Yes | No |

**Support**

If you are successful in being invited for an interview you will be given the opportunity to discuss any support requirements you might have.

If you are unsure about any aspects of this scheme or the support available and would like to discuss this further please contact the University’s Staff Disability Advisor: [des@manchester.ac.uk](mailto:des@manchester.ac.uk) Tel: 0161 275 8519

The information you provide at this stage will be treated with the utmost confidence and will only be shared with the chair of the short listing panel and the local Human Resources Team.

|  |  |  |  |
| --- | --- | --- | --- |
| *Office use only - Please complete if candidate has asked to be considered under the guaranteed interview scheme* | | | |
| Application Ref: No | | |  |
| Met the essential criteria |  | Not met the essential criteria |  |

