**Personal Details & Equality Form**

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| **Application for the post of :** |  | | **Ref:** |  | |
|  |  | (see advertisement) | | |

Any personal data collected here will be held securely used in accordance with the provisions set out in the General Data Protection Regulation (GDPR) 2018.

Please complete this form and submit it alongside your application form.

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| **Your Details** | | |
| **Surname:** | **Forename (s):** | **Title:** |

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| **Guidance** |
| There are 3 sections to this form, please read the guidance in each section carefully before completing that section. We also outline below how the information you complete will be used.  If you are a successful candidate; this complete form will become part of your employee personal details record.  The University has an obligation to provide the information you complete on this form in section B and C to the Higher Education Statistics Agency (HESA) which is the central source for the collection and dissemination of statistics about publically funded UK Higher Education.  The University also uses this information anonymously to monitor our recruitment processes by comparing the charactersistics of those who apply for posts with our current staff profile and to identify any potential barriers in the process. This information may also be used anonymously to provide statistics and shared with accreditation and award bodies such as Advance HE.  The University is proud to be part of the Disability Confident Employer Scheme and support disabled people in the recruitment process. We therefore encourage everyone to complete section C although it is optional. If you are successful in being invited for interview you will be given the opportunity to discuss any specific requirements you might have in relation to your disability and offered resonable adjustments.  Your information will not be shared with our Occupational Health provider if you are appointed. Instead you will be asked to complete a pre-employment Occupational Health questionnaire as part of your offer of employment.  If you have any queries about any of the sections of this form, please contact Human Resources on [human.resources@sussex.ac.uk](mailto:human.resources@sussex.ac.uk). |

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| Section A – Right to Work in the U.K and previous history |
| Guidance **Section A** asks questions relating to your right to work in the UK, previous criminal convictions and employment history. This information will not usually be shared with the selection panel prior to any decision about appointment, but may be shared at the point at which an offer of employment is made. **This section is mandatory.** |
| Visa Status |
| Do you need a visa in order to work in the UK?  **Yes**  **No**  **If YES:**   1. Do you require sponsorship from the University of Sussex   **Yes**  **No**  **(**We may be able to issue a Certificate of Sponsorship for this appointment subject to the necessary criteria being met).  ***b.*** do you already have an existing visa which will give you Right to Work at the University of Sussex  **Yes**  **No**  **(**please give details below if you already have a visa).  ***FOR EU NATIONALS ONLY:***   1. Do you have Pre-Settled or Settled status under the EU settlement scheme.   **Yes**  **No**  (If NO you may require sponsorship)  Email [HRCompliance@sussex.ac.uk](mailto:HRCompliance@sussex.ac.uk) if you have any questions regarding visas or sponsorship. |
| VISA details here: |
| Criminal Record |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?”    *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers , and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the* [*DBS filtering collection*](https://www.gov.uk/government/collections/dbs-filtering-guidance)*.*  *If you are applying for a clinical position, further information and guidance on this topic can be found on the* [*NHS website*](https://www.jobs.nhs.uk/advice/pre_checks.html)*.* |
| **Yes**  **No**  If **YES** please give details: |
| Termination of Previous Employment |
| Have you ever left a job for any reason other than resignation, termination due to ill health or the end of a fixed term contract? **Yes**  **No** |
| If **YES** please give details: |
| Previous Association with University of Sussex |
| Have you ever worked at, studied at or had any other association with the University of Sussex? **Yes**  **No** |
| If **YES** please tick box  (a) worked  (b) studied  (c) other (please give details) |

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| Section B - Equality and Diversity Monitoring Form |

**Guidance**

**Section B**

The University of Sussex is committed to equality of opportunity and will consider applications solely on the basis of merit and the ability to do the job. This section will assist the University to support and encourage under-represented groups and promote diversity. This information will not be shared with the selection panel.

If you are a successful candidate this information will be provided to the Higher Education Statistics Agency (HESA) which is the central source for the collection and dissemination of statistics about publically funded UK Higher Education. **This section is mandatory.**

Please complete the sections below by circling the categories or ticking the boxes where appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Birth:** |  | **Country of Birth:** |  |
|  |  | **Nationality:** |  |

|  |
| --- |
| **Legal Sex and Gender Identity** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Legal Sex:** | |  |  | |  | | |  | |
|  | | Male | Female | | | Other | | | Prefer not to Say |
|  | |  |  | | |  | | |  |
| **Gender Identity:** | |  |  | | |  | | |  |
| What best describes your gender identity? | | | | | | | | | |
|  | | | | | | | | | |
|  | Woman | | |  | | | Man | | |
|  |  | | |  | | |  | | |
|  | Non-Binary | | |  | | | Self-Describe: | | |
|  |  | | |  | | |  | | |
|  | Prefer not to say | | |  | | |  | | |
|  |  | | |  | | |  | | |
| Do you identify with the sex you were assigned at birth? | | | | | | | | | |
|  |  | | |  | | |  | | |
| Yes | | | No  Prefer not to Say | | | | | | |

How would you describe your sexual orientation?

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| --- |
| **Sexual Orientation** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Asexual |  | Queer |
|  |  |  |  |
|  | Bisexual |  | Prefer not to say |
|  |  |  |  |
|  | Gay man |  | Self-Describe: |
|  |  |  |  |
|  | Gay woman / Lesbian |
|  |  |  |  |
|  | Heterosexual / Straight |
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| **Ethnic Background** |

Please note that ethnic background is not about nationality, place of birth or citizenship. It is about which ethnic grouping you believe best represents you. People may belong to many of the groups listed below. Please tick the **one** that you feel most applies to you. (Please note; this list is arranged alphabetically)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Arab |  | Mixed or multiple ethnic groups - White and Black African |
|  |  |  |  |
|  | Asian - Indian or Indian British |  | Mixed or multiple ethnic groups - White and Asian |
|  |  |  |  |
|  | Asian - Pakistani or Pakistani British |  | Any other Mixed or Multiple ethnic background |
|  |  |  |  |
|  | Asian - Bangladeshi or Bangladeshi British |  | Any other ethnic background |
|  |  |  |  |
|  | Asian - Chinese or Chinese British |  | White - English, Scottish, Welsh, Northern Irish or British |
|  |  |  |  |
|  | Any other Asian background |  | White - Irish |
|  |  |  |  |
|  | Black - African or African British |  | White - Roma |
|  |  |  |  |
|  | Black - Caribbean or Caribbean British |  | White – Gypsy or Irish Traveller |
|  |  |  |  |
|  | Any other Black background |  | Other – Gypsy/Roma/Traveller |
|  |  |  |  |
|  | Mixed or multiple ethnic groups - White and Black Caribbean |  | Any other white background |
|  |  |  | Prefer not to say |

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| Section C – Furthering Disability Equality at the University |
| Guidance **Section C** relates to disability equality. As part of the University’s commitment to supporting disabled people in the recruitment process, we offer an interview to anyone with a disability who meets the minimum essential criteria as set out in the Person Specification for the job.  The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on their ability to carry out normal day to day activities. The information provided in this section will not be shared with the selection panel unless you indicate ‘yes’ in (b) and you meet the essential criteria for the job but have not been shortlisted for interview.  If you are successful in being invited for interview you will be given the opportunity to discuss any reasonable adjustments you might have in relation to your disability. **This section is optional.** |
| Disability |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a)Do you consider yourself to have a disability or long term health condition? | | | | | |
|  | Yes |  | No |  | Prefer not to Say |

When answering this question please note that under the Equality Act 2010 you are considered to be disabled if you have a mental or physical impairment which has a substantial and long term adverse effect upon your ability to carry out normal day to day activities.

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| Disability (continued) |

If **Yes**, how do you describe your impairment/condition (tick as many as apply):

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| --- | --- | --- | --- |
|  | Learning difference such as dyslexia, dyspraxia or AD(H)D |  | Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language |
|  | Social/communication conditions such as a speech and language impairment or an autistic spectrum condition |  | Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy |
|  | Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety |  | Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying) |
|  | Deaf or hearing impairment |  | Blind or a serious visual impairment uncorrected by glasses |
|  | A general learning disability (such as Down’s syndrome) |  | Prefer not to say |
|  | An impairment, health condition or learning difference not listed above | Please specify: | |

|  |  |
| --- | --- |
| (b) Would you like to be considered under the University’s policy to offer an interview to anyone with a disability who meets the essential criteria for the job? | **Yes  No** |

**HR use only** - ***Please complete if candidate has asked to be considered under the University’s policy to offer an interview to anyone with a disability who meets the essential criteria for the job.***

|  |  |
| --- | --- |
| **Job Ref:** | **Met the essential criteria** |
|  | YES / NO |