

Equal Opportunity Recruitment Monitoring Form



Manchester
Metropolitan
University

Guidelines for completing the form

MMU is committed to equal opportunity in employment both in principle and in practice. No job applicant or employee will receive less favourable treatment, either directly or indirectly, on grounds of race, ethnicity, disability, gender, marital status, sexuality, age, religion or belief.



We monitor our processes, including recruitment and progression, to ensure equal opportunity in our employment practices and to comply with legislative requirements. This helps us identify areas of under-representation in our workforce and to assess areas where positive action is needed. So that we can monitor the effective implementation of our policies, we ask all job applicants to complete our Equal Opportunity Recruitment Monitoring form. When we receive it, our Recruitment Team will separate this from the main application form.



During the recruitment process the information you provide on this form will be used for reporting statistically only, (except where the purpose is clearly explained as in Section 3 Disability), and will not be referred to or made available during the selection process. Should the Recruitment Panel subsequently offer you employment, the information will form part of your confidential personnel record.



We would greatly appreciate your co-operation in completing this form as honestly and fully as you can. We stress that any information you give will be strictly confidential. Whilst, you do not have to answer the equality questions, we would encourage you to provide this information to help us move towards becoming an inclusive employer. Any answers you do provide will not affect your application in anyway.

If you require this document in an alternative format please contact one of our recruitment assistants to discuss your requirements: Tel: 0161 247 6057 / 6403 / 6455

Private and Confidential

SECTION 1 – Personal Details	
Forename	Preferred title (e.g. Ms, Miss)
Surname	Previous surname

SECTION 2 – Gender	
Please tick the box that best describes your gender:	
Female <input type="checkbox"/>	Male <input type="checkbox"/>

SECTION 3 – Disability

Disability



MMU holds the Employment Service Two Ticks Disability Symbol. Part of this commitment ensures that any disabled candidate who meets the **essential** criteria for a vacancy will be interviewed. Therefore, it is obligatory for the information to be provided to the Chair of the short-listing panel – it will **ONLY** be shared with the rest of the panel once the selection against the essential criteria has been completed.

Please read the definition before completing this part

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities e.g. walking, communication, reading and writing.

Do you consider yourself to be disabled? No Yes If yes, then please indicate what type of disability in the boxes below:

Specific learning disability..... <input type="checkbox"/>	General learning disability..... <input type="checkbox"/>
Cognitive impairment..... <input type="checkbox"/>	Long standing illness or health condition..... <input type="checkbox"/>
Mental health condition..... <input type="checkbox"/>	Physical impairment or mobility issues..... <input type="checkbox"/>
Deaf or serious hearing impairment..... <input type="checkbox"/>	Blind or serious visual impairment..... <input type="checkbox"/>
Other type of disability..... <input type="checkbox"/>	Not sure..... <input type="checkbox"/>
(please specify if you wish).....	
.....	Prefer not to disclose type of disability..... <input type="checkbox"/>

SECTION 4 – Nationality

Nationality:

SECTION 5 – Ethnicity

Asian or Asian British	Black or Black British	White	Mixed
Bangladeshi..... <input type="checkbox"/>	African..... <input type="checkbox"/>	British..... <input type="checkbox"/>	White & Black African..... <input type="checkbox"/>
Chinese..... <input type="checkbox"/>	Caribbean..... <input type="checkbox"/>	Irish..... <input type="checkbox"/>	White & Black Caribbean..... <input type="checkbox"/>
Indian..... <input type="checkbox"/>	Other Black..... <input type="checkbox"/>	Other White..... <input type="checkbox"/>	White & Asian..... <input type="checkbox"/>
Pakistani..... <input type="checkbox"/>	(please specify if you wish) .	(please specify if you wish)	Other Mixed..... <input type="checkbox"/>
Other Asian..... <input type="checkbox"/>			(please specify if you wish)
(please specify if you wish)			
Other Ethnic Group..... <input type="checkbox"/>	Not disclosed... <input type="checkbox"/>	Other Ethnic..... <input type="checkbox"/>	
(please specify if you wish)			

SECTION 6 – Sexual Orientation

Please select your sexual orientation

Gay Man..... <input type="checkbox"/>	Gay Woman/Lesbian..... <input type="checkbox"/>	Heterosexual/Straight..... <input type="checkbox"/>
Bisexual..... <input type="checkbox"/>	Other..... <input type="checkbox"/>	Prefer not to answer..... <input type="checkbox"/>

SECTION 7 – Religion or Belief

Please select your religion or belief

Bhuddist... <input type="checkbox"/>	Christian.. <input type="checkbox"/>	Hindu..... <input type="checkbox"/>	Jewish..... <input type="checkbox"/>	Muslim..... <input type="checkbox"/>	Sikh..... <input type="checkbox"/>
Other..... <input type="checkbox"/>	No religion or belief..... <input type="checkbox"/>	Prefer not to answer..... <input type="checkbox"/>			

Thank you for completing this form.

Please return this form to: Manchester Metropolitan University
Recruitment, Human Resources, All Saints Building
Oxford Road, Manchester M15 6BH