**Summary Form – Personal Details and Equality Monitoring**

Bournemouth University welcomes applications from all, irrespective of disability, gender, gender expression and identity, sexual orientation, marital or parental status, age, race, colour, ethnic origin, nationality (subject to UK Visa & Immigration Service (UKVI) permission), trade union membership and activity, political or religious beliefs, socio-economic background and any other distinction.

**Application for Employment**

**Title of post: Director of Student Services Job Ref No: SSS286**

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| **PERSONAL INFORMATION** | |
| Surname: Professional Surname:  (if different to above)  Forename(s): | Address: Postcode: Home / Mobile Phone Number: |
| Title: | Email: |

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| PRESENT APPOINTMENT | |
| 1. Present post |  |
| 1. Organisation Name |  |
| 1. Notice period |  |
| 1. Current salary and additions to salary |  |
| 1. Reason for seeking other employment |  |

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| **PREVENTION OF ILLEGAL WORKING** |
| Do you require permission from the UK Visa & Immigration Service (UKVI) to take up employment with Bournemouth University if appointed to this post? Yes / No  For further information on the Immigration Asylum and Nationality Act 2006 and UKVI Immigration rules – see the [UKVI website](https://www.gov.uk/government/organisations/uk-visas-and-immigration) |

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| **REFERENCES** | | |
| Please provide the names and contact details of three work-related referees who are of high academic or professional standing. You must include your current/most recent line manager. References need to cover 2 years work immediately preceding this application. | | |
| Current/most recent line manager: | Second Referee: | Third Referee: |
| Name: | Name: | Name: |
| Position: | Position: | Position: |
| Organisation: | Organisation: | Organisation: |
| Telephone: | Telephone: | Telephone: |
| Email: | Email: | Email: |
| Capacity in which known: | Capacity in which known: | Capacity in which known: |
| **May we contact prior to interview? YES/NO** | **May we contact prior to interview? YES/NO** | **May we contact prior to interview? YES/NO** |

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| **DECLARATION** |
| I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for dismissal should I be employed. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below.    Signature Date  Please return your completed form by email to: [leadershipBU@bournemouth.ac.uk](mailto:leadershipBU@bournemouth.ac.uk)  When sending documents by email you need to be aware that the possibility exists, however minimal, that unauthorised individuals may intercept your email. Guidance on how to protect documents sent by email can be found on the University’s website [here](https://www1.bournemouth.ac.uk/about/governance/digital-security/sending-sensitive-data).  Here’s a link to our [Staff and Applicants Privacy Notice](https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/staff-applicants-privacy-notice). Please read in particular the “Recruitment and selection” section. This gives more information about how we process your data and comply with the data protection legislation, including details of your rights under the legislation to request access to the data we hold and to correct any inaccuracies. If you submit a completed application, we will assume that you have read and understood this information in the Privacy Notice. If you are unable to access the Privacy Notice through the link then please contact us and we will provide alternative access.  Please note that the university is being supported in this appointment process by **TalentEdu**, a third-party executive search provider. As such, your application and personal information (but not Equality Monitoring information) will be shared via secure means with this third party, so that they may discuss the application with you to assist in the assessment of candidates against the requirements for the role. Here’s a link to the [Privacy Policy of TalentEdu](https://talentedu.com/privacy-policy/). |



**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, we would encourage you to complete the below information as fully as possible to help us to build a picture of the diversity of our applicants and to understand our applicants needs. Providing this information allows BU to:

* + - * Build up an accurate picture of our applicant profile in terms of equality data, highlighting areas of under-representation from which we can develop actions.
      * Understand, identify, and remove barriers to ensure our Faculties and Professional Services meet the needs of applicants and members of staff
      * Assess and monitor employment related policies, practices and procedures on a continuing basis and make changes if needed

Your personal data will be used to generate anonymised and aggregated statistics. We do not share, publish or report personal information in a form which would allow individuals to be identified. Sharing your details with us will not trigger any action for you personally and cannot be seen by anyone but authorised staff in HR. We do however recognise that for some people the information we ask you to provide may be sensitive and you may not wish to share this with us at this moment in time, so there is a 'prefer not to say' option to all questions.

**Disability Confident**

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. This information is confidential and will be stored electronically and manually in Human Resources for monitoring purposes only. This form will not be passed on to those making a selection decision.

If you have any queries regarding this form please contact Human Resources at [leadershipBU@bournemouth.ac.uk](mailto:leadershipBU@bournemouth.ac.uk)

Thank you for your help.





**Equality Monitoring Form**

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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. | |
| 1. **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 …………………………………………………… | |

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