



Supplementary Information Forms

Personnel Services • University of Dundee • Dundee • DD1 4HN

<http://www.dundee.ac.uk/personnel/>

Equal Opportunities in Employment

The University of Dundee is an Equal Opportunities employer. It aims to promote equality of opportunity in the recruitment, promotion, appraisal, training and development of its staff and treat them solely on the basis of their merits and abilities.

To help the University achieve these aims you are asked to complete this form describing how you view yourself, and return it to Personnel Services along with your application.

This information will not be used for selection purposes. It will be used to help the University monitor the effectiveness of its Equal Opportunities Policy and ensure that it continues to work towards equality of employment opportunity.

Candidate Information

This form must be completed by all applicants for academic, research, other related or administrative posts to enable fair consideration of applications. All information provided will be treated in confidence.

Thank you for help.



Equal Opportunities Monitoring

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Post Title: _____

Department: _____

Post Reference: _____ Where did you see
..the post advertised? _____

Applicant's Name: _____

Are you an existing employee of the University of Dundee? **Yes / No**

Please answer the following by ticking the appropriate boxes.

1 I would describe myself as

- | | |
|---|---|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Asian or Asian British - Bangladeshi |
| <input type="checkbox"/> White – Irish | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> White – Scottish | <input type="checkbox"/> Other Asian Background |
| <input type="checkbox"/> Irish Traveller | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> Other White Background | <input type="checkbox"/> Mixed – White and Black African |
| <input type="checkbox"/> Black or Black British – Caribbean | <input type="checkbox"/> Mixed – White and Asian |
| <input type="checkbox"/> Black or Black British – African | <input type="checkbox"/> Other Mixed Background |
| <input type="checkbox"/> Other Black Background | <input type="checkbox"/> Other Ethnic Background |
| <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Not Known |
| <input type="checkbox"/> Asian or Asian British – Pakistani | <input type="checkbox"/> Information Refused |

2. I am Male Female

3. I am Married Other

3. I have No disability A disability

Please specify the nature of any disability: _____

4. I am 16-24 25-39 40-49 50-59 60+



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This information you provide will be processed in accordance with the University's registration under the 1998 Data Protection Act. As the form will be photocopied it should be typed or be clearly hand written using black ink.

Post Title: _____

Post Reference: _____

Personal Details

Surname: _____ Forenames: _____ Title: _____

Home or Contact Address:

Tel Home: _____

Tel Business: _____

E-mail: _____

(Please tick the boxes above if we may contact you)

Present/Last Employment (delete as appropriate)

Name of present/last employer: _____

Present or most recent salary: _____

Next salary review date: _____

Details of benefits
(e.g. car, pension etc): _____

Notice period: _____

Work Permit

Do you require a Work Permit? **Yes / No**

If you already have a work permit, please enclose a copy with your application.



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References

Please provide the names and addresses of three persons from whom a reference may be obtained. One of your references must be from your present or last employer. Please provide as much information as possible.

Present or Last Employer

Name: _____	Tel Home: _____
Address: _____	Tel Business: _____
_____	E-mail address: _____
_____	_____
Post Code: _____	Fax No: _____
Country: _____	

Referee may be contacted immediately? Yes / No

Second Referee – Work-related/Personal (delete as appropriate)

Name: _____	Tel Home: _____
Address: _____	Tel Business: _____
_____	E-mail address: _____
_____	_____
Post Code: _____	Fax No: _____
Country: _____	

Referee may be contacted immediately? Yes / No

Third Referee – Work-related/Personal (delete as appropriate)

Name: _____	Tel Home: _____
Address: _____	Tel Business: _____
_____	E-mail address: _____
_____	_____
Post Code: _____	Fax No: _____
Country: _____	

Referee may be contacted immediately? Yes / No



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Application Details

Please list below all documents submitted with your application.

Rehabilitation of Offenders Act (1974)

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred (i.e. spent). However, there are certain exceptions to this rule. The University has a limited number of posts which require applicants to make a full declaration, prior to interview, of all convictions including those spent. These declarations are subsequently checked with Disclosure Scotland.

Have you ever been convicted of a criminal offence other than spent convictions under the Rehabilitation of Offenders Act 1974? **Yes / No**

If 'Yes' please give details: _____

Do you have any charges pending? **Yes / No**

If 'Yes' please give details: _____

Declaration

I declare that, to the best of my knowledge, the information given on this form and any attachments is true and correct. I understand and agree that if I am appointed to the University's staff, it will be on the basis of this information, and that any false statement may result in termination of that appointment.

Signature: _____

Date: _____