



## Employment History

Name & Address of Current Employer	Start/Leave Dates	Summary of Duties and reason for leaving	Rate of Pay
1 _____ _____ _____	_____ _____	_____ _____ _____	_____ _____ _____
Name & Address of Past Employers			
2 _____ _____ _____	_____ _____	_____ _____ _____	_____ _____ _____
3 _____ _____ _____	_____ _____	_____ _____ _____	_____ _____ _____

## References

Please provide two referees who have known you at work or as a member of the community for at least 5 years (*not members of your family*). References are normally approached before interview. Please tick the box below if you wish to be consulted before a referee is contacted.

NAME	ADDRESS	CONTACT NUMBER	POSITION
<input type="checkbox"/> 1 _____ _____	_____ _____	_____ _____	_____ _____
<input type="checkbox"/> 2 _____ _____	_____ _____	_____ _____	_____ _____

## General

Have you been convicted of a criminal offence? YES/NO (*please delete, as appropriate*)  
(*declaration subject to the Rehabilitation of Offenders Act*)

If YES, please state: \_\_\_\_\_

Please give details of your main emergency contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_ (*private*) \_\_\_\_\_ (*business*)

.....  
I certify to the best of my knowledge all the information I have given is complete and correct and agree that if offered a post, references may be taken up with my present and previous employers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN YOUR COMPLETED APPLICATION FORM TO:**

PA to Chief Executive, imago at Burleigh Court, Loughborough University, Leicestershire LE11 3TD  
Tel: 01509 633001

**EQUAL OPPORTUNITIES MONITORING FORM**



**STRICTLY CONFIDENTIAL**

Please see guidelines overleaf for completing this form

**Title** ..... **Surname** ..... **First Name(s)** .....

**Position Applied For** ..... **(if known)**

*(Please tick one box in each main section, as appropriate)*

**GENDER** Are you: Male  Female

**DISABILITY** Do you consider yourself to be disabled: Yes  No

If yes, can you please give details of the nature of your disability: .....

If you think you may need assistance with regard to your disability, please contact the Operations Manager on 01509 633007.

**RACIAL GROUPS** (The categories in this section are the same as those in the 2001 census)

**WHITE:** British  Irish   
White Other  please specify .....

**BLACK OR BLACK BRITISH:** Caribbean  African   
Black Other  please specify .....

**ASIAN OR ASIAN BRITISH:** Indian  Pakistani   
Bangladeshi  Chinese   
Asian Other  please specify .....

**MIXED PARENTAGE:** White & Black Caribbean  White & Black African   
White & Asian   
Mixed Other  please specify .....

**OTHER ETHNIC BACKGROUND:**  please specify .....

**NOT KNOWN**

# EQUAL OPPORTUNITIES MONITORING FORM – GUIDELINES

## WHAT IS MONITORING?

Monitoring on equal opportunities is the process used to collect, store and analyse data about people's personal details (eg. gender, disability, race), which can be used to:

- Highlight possible inequalities
- Investigate the underlying causes of those inequalities
- Seek to redress any unfairness or disadvantage

The University has an equal opportunities policy which, in order to be effective, requires that we know more about the composition of the workforce. The questions about gender, disability and race are asked so that the University can comply with the legal requirements of the *Sex Discrimination Act (1975)*, *Disability Discrimination Act (1995)* and the *Race Relations Act (1976)*. It is a specific duty under the *Race Relations Amendment Act (2000)* to monitor staff by racial groups.

## DISABILITY

Since 2000, there is no legal registration of disability. The definition of disability under the *Disability Discrimination Act (1995)* is “anyone who has 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”. A ‘long term’ disability, in relation to this Act, means the disability “has lasted/is expected to last at least 12 months (or the rest of the person's life)” and is likely to have “recurring effects”. The reason for asking people to specify their disability is because the University has a responsibility to make reasonable adjustments for staff who have a disability, and the University wishes to respond positively to this responsibility.

## RACIAL GROUP

The Council for Racial Equality advises that a racial group means “a group of people identified by their race, colour, nationality (including citizenship), ethnic or national origins”. The categories under this section are the same as those used in the 2001 census. The ‘not known’ category is for those who genuinely do not know their racial group e.g. possibly someone who has been adopted.

## HOW WILL THIS FORM BE USED?

The information contained in this form will be treated in complete confidence and access to it will be strictly restricted. It will be used to monitor, analyse staff profiles and it may also be used to meet individual needs if appropriate. The statistical information will be invaluable in reviewing equal opportunities policies as mentioned above (under ‘What is Monitoring’). None of this information will be used in a way that can identify individual employees.

## FURTHER INFORMATION

Applicants should fill out all sections of the form. Further help or clarification can be sought from the Human Resources Manager, Tel 222072.

**THANK YOU FOR TAKING THE TIME TO FILL IN THIS FORM**

PLEASE RETURN THIS FORM TO:

**Chris Laycock, imago at Burleigh Court  
Loughborough, Leicestershire LE11 3TD**