

Equal Opportunities Monitoring Form

Heriot-Watt University is committed to ensuring that people are treated solely on the basis of their abilities and potential. We collect the information detailed below as part of our policy commitment to promoting fair procedures for recruitment and selection and monitoring our staff population. This information is collected on a confidential basis and is used solely for monitoring purposes. It is not made available to any selector, unless otherwise stated. Certain information will be held and processed on computer in accordance with the University's registration under the Data Protection Act.

Job Title Ref No Department

Name Where did you see the Vacancy

Please tick as appropriate: Female Male

DATE OF BIRTH

ETHNIC ORIGIN

White

Scottish
Other British
Irish
Any other

Please Specify

.....

Black, Black Scottish or Black British

Caribbean
African
Any other

Please Specify

.....

Mixed

(Any mixed Background)

Please Specify

.....

Asian, Asian Scottish or Asian British

Indian
Pakistani
Bangladeshi
Chinese
Any other

Please Specify

.....

Other ethnic Background Please Specify

DISABILITY



Do you consider yourself to have a disability? Yes No

We are committed to interviewing any candidate with a disability who meets the minimum criteria for appointment to this post: this information will therefore be passed to the Selector responsible for this post.

PTO

CRIMINAL CONVICTIONS

The University is committed to selecting people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. We will not, therefore, automatically refuse to employ a particular individual just because he/she has a previous criminal conviction, but will assess the relevance of any offence to the particular post in question in order to ensure our duty of care to other staff, students and third parties

Have you ever been convicted of a criminal offence or do you have any criminal convictions or charges pending? Yes No

If Yes, please give details of any unspent convictions or convictions pending, here:

NB: Spent convictions do not have to be declared unless the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013. If the Applicant Information states that the post is one covered by the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 both spent and unspent convictions must be declared.

Signature.....

Date.....

Thank you for providing this information. Please return together with your completed application to:

Human Resources, Heriot-Watt University, Riccarton Campus, Edinburgh, EH14 4AS