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| Reference: | 2 | 0 | 2 | 1 | Domestic Bursar |

**Form M1**

**UNIVERSITY OF OXFORD RECRUITMENT MONITORING**

The policy and practice of the University of Oxford and Hertford College require that entry into employment with the University and the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their sex, racial group, sexual orientation, or disability. In all cases, ability to perform the job will be the primary consideration.

 In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our College, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: <https://www.hertford.ox.ac.uk/privacy>

*Please complete this form if you are applying for a post, or have agreed to be considered for a post. Completion is voluntary. Please answer the questions by ticking the appropriate box.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Are you: |   |  | Female |  |  | Male  |  |  |  Other:  |  |
|  |  |  |  |  |  |
| 2. | Do you have a disability? (If yes, please answer question 3.) | Yes |  |  | No |  |  | Decline to specify |  |
|  |  |  |  |  |   |
| 3. | Please tick one or more boxes to describe your disability: |
|  |  |
|  | 1: |  | Dyslexia/specific learning difficulty | 5: |  | Asperger’s syndrome |
|  | 2: |  | Blind/visual impairment | 6: |  | Mental Health difficulties |
|  | 3: |  | Deaf/hearing impairment | 7: |  | Unseen disability (e.g. diabetes) |
|  | 4: |  | Wheelchair/mobility impairment | 8: |  | Other (please describe)  |
|  |  |  |  |  |  |  |
| 4. | Nationality: | 1: |  | UK | 2: |  | Other EC | 3: |  | Other |
|  |  |  |  |  |  |  |  | *please specify*: ……………………………............................ |

|  |  |
| --- | --- |
| 5. | How long have you lived in the UK? *(please tick one box only)* |
|  |  |  |  I do not currently live in the UK |
|  |  |  |  I have always lived in the UK |
|  |  |  |  < 1 year |  |  |  1-4 years |  |  |  5-10 years |  |  |  11-20 years |  |  |  21+ years |

|  |  |
| --- | --- |
| 6. | Age: (*please tick appropriate box)* |
|  |  |    | 18-25 |  |    | 26-30 |  |    | 31-35 |  |    | 36-40 |  |    | 41-45 |  |    | 46-50 |  |    | 51-55 |  |    | 56+ |

|  |  |
| --- | --- |
| 7. | Please describe your ethnic origin: *(please tick one box only)* |
| (Ethnic origin questions are not about nationality, place of birth, or citizenship. They are about colour and ethnic group. Citizens of any country may belong to any of the groups indicated. The ethnic origin categories used here are based on the 2001 census of the population and are those required by the Higher Education Statistics Agency.) |
|  | **White** | **Black or Black British** | **Chinese** |
|  | 101: |  | British | 201: |  | Caribbean | 401: |  | Chinese |
|  | 102: |  | Irish | 202: |  | African |  |  |  |
|  | 103: |  | Any other White background | 203: |  | Any other Black background |  |  |  |
|  | *please specify*  | *please specify* |  |  |  |
|  | ……………………………………….. | ……………………………………….... |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Mixed** | **Asian or Asian British** | **Other ethnic group** |
|  | 501: |  | White and Black Caribbean | 301: |  | Indian | 402: |  | Any other |
|  | 502: |  | White and Black African | 302: |  | Pakistani | *please specify* |
|  | 503: |  | White and Asian | 303: |  | Bangladeshi | ……………………………… |
|  | 504: |  | Any other mixed background | 304: |  | Any other Asian background | 601: |  | Decline to specify |
|  | *please specify* | *please specify* |  |  |  |
|  | ……………………………………….. | ………………………………………… |  |  |  |