

Alzheimer's Society

Leading the
fight against
dementia

Alzheimer's Society

Director of Human Resources

September 2009

Contents

Introduction from Ruth Sutherland, Chief Operating Officer	3
About Alzheimer’s Society	5
Senior Leadership Team Structure	6
Orgainsation Structure.....	7
Alzheimer’s Society Board of Trustees	8
Job Description and Person Specification.....	15
Terms and Conditions	21
How to Apply	23
Timetable	24
Advertisement	25
Equal Opportunities Monitoring Form	26

Introduction from Ruth Sutherland, Chief Operating Officer

Dear Applicant,

Thank you for your interest in the post of Director of Human Resources at Alzheimer's Society.

This role will be pivotal in providing the leadership and strategic direction for a developing Human Resources team. You will have the ability to assess the demand on the department and the organisation at an exciting time in its development. You will create a stable, cohesive and high performing team to ensure the Human Resource team is equipped to meet the challenges that it will face both now and in the future building the HR infrastructure and contributing to the organisational developments that will support and sustain the planned growth in all areas of the work that we do.

As an organisation we have evolved beyond expectations experiencing year on year growth in the number of services we provide to people with dementia and their carers, now over 2000 across England, Wales and Northern Ireland. In addition we have, Research, External Affairs, Fundraising and Marketing and Corporate Services Directorates largely based in our Central London office.

We seek to appoint an innovative Director of Human Resources who will bring the appropriate leadership style, capability and skills to succeed in this role. This will be a challenging and stimulating role for which we are seeking a high performing and focused leader with the drive, passion and proven capability to deliver improved efficiency and effectiveness to all of our Human Resources.

A key member of the Executive team, the Director Human Resources will have responsibility for providing an inspirational lead to 20 people and will work collaboratively with other Directors and key stakeholders across the organisation.

We have a very exciting future ahead of us; we want an exceptional person to lead our people partnership to ensure that we can help more people with dementia and help to create a world where ultimately dementia can be defeated. If you believe you have the personal

commitment and professional qualities to deliver our mission, and want to be part of a dynamic team we would be very interested in hearing from you.

Yours sincerely,

Ruth Sutherland
COO

About Alzheimer's Society

Information for Candidates

Alzheimer's and dementia

Alzheimer's Society is concerned with all forms of dementia, of which Alzheimer's is the most common. Structural and chemical changes in the brain are responsible for the devastating effects of dementia which include deterioration of memory, confusion over time and place, changes in personality and behaviour together with the loss of everyday skills such as driving or telling the time and, as the condition progresses, the ability to wash or dress or even recognise friends and family.

More than 700,000 people in the UK have some form of dementia - one in 20 of those aged 65 or more and one in five of the over 80s. As the population ages we expect this figure to rise and demand for specific services to grow.

Alzheimer's Society

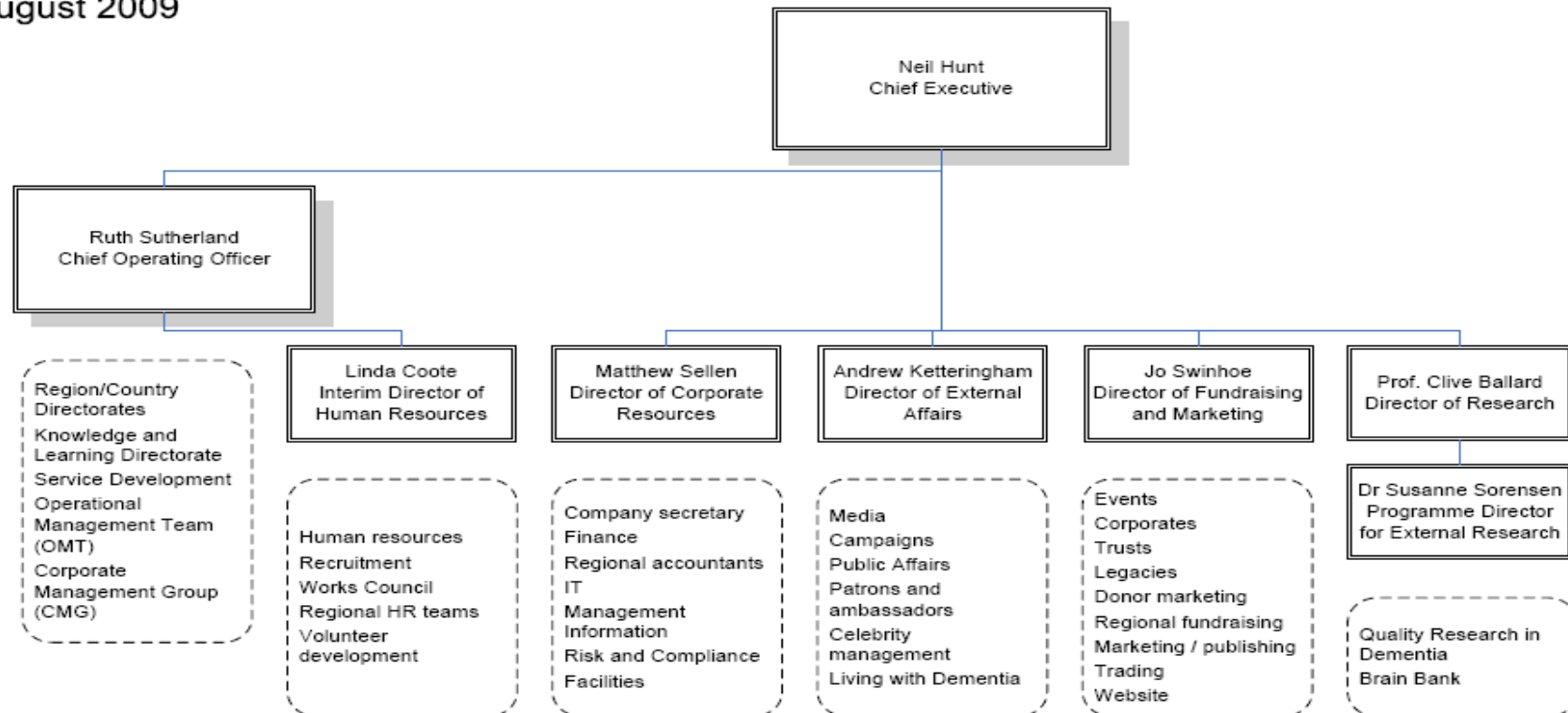
Alzheimer's Society is the UK's leading care and research charity for people with all forms of dementia, their families and carers. We offer support, give information and advice, run day care and home care services, campaign for adequate benefits, proper assessment and high quality care and we fund research into the causes and possible treatments for dementia.

The Society delivers its services through a combination of national and local activity and last year provided help to over 100,000 people.

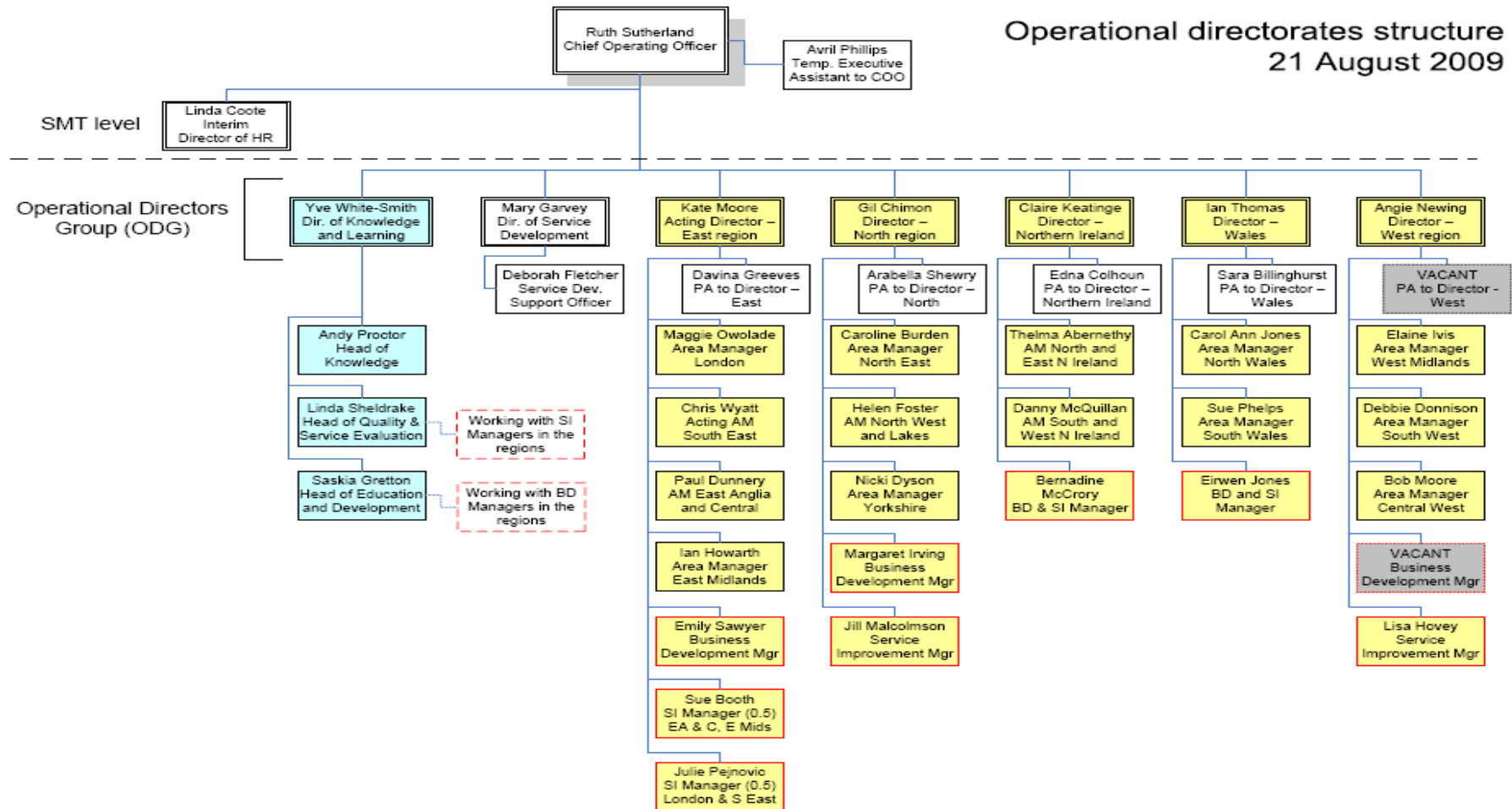
Alzheimer's Society is made up of approximately 232 local branch operations, varying in size from £10k to £600k pa, supported by a central office based in London. We employ approximately 1,800 staff and benefit from the time and commitment of up to 5,000 volunteers covering a range of duties from direct care to finance. The Society has grown to this size in under 30 years, and is still ambitious. The challenge is to build on its successes, to actively pursue its growth and develop services across the country, whilst at the same time improving governance arrangements and the management of risk.

Senior Leadership Team structure

The Senior Management Team (SMT)
August 2009



Organisation Structure



* denotes desirable

Alzheimer's Society Board of Trustees

Trustees

Alzheimer's Society's board of trustees are the most senior governance group in the organisation, with overall accountability for the Society's strategic direction, the stewardship of our resources and the activities we undertake in the pursuit of our charitable objectives. They are all volunteers, who contribute a huge amount of time and wide-ranging expertise to the Society.

Trustees are elected by our membership by postal ballot - the results of the election are announced at our annual general meeting each September. They are elected to their roles for a term of three years, and can serve a maximum of two consecutive terms.

Full information about the role and responsibilities of our Board of Trustees is available in the [Memorandum and Articles of Association](#).

Trustees of Alzheimer's Society

Alastair Balls, Chairman

Elected Chairman: September 2007

Alastair Balls recently stepped down as Chief Executive of the Centre for Life, a medical science community in Newcastle, prior to which he worked in economic and social regeneration in the North East, following twelve years as a civil servant in Whitehall.

He has personal experience of dementia, as both of his parents had the illness.

Alastair was previously Chief Executive of the Tyne and Wear Development Corporation, Member of the Independent Television Commission, Deputy chair of Council of Newcastle University and a non executive Director of NStar, a venture capital company. He is currently a non executive Director of Northumbrian Water, a non executive director of a CELS, a biotech company, Chair of the Northern Rock Foundation, Chair of the International Centre for Life and a member of the Higher Education Council for England. He was appointed Companion of the Bath for services to regeneration in the north east of England.

Alastair is also Chairman of the Advisory Council and the Remuneration Committee, and is a member of the Nominations Committee.

Eileen Winston, Vice-chairman

Elected Vice-chairman: September 2006

Elected to the Board: September 2004

Eileen Winston was a family carer for 24 years; latterly her mother had dementia. Her experiences led her to become committed to helping others understand dementia and she has provided dementia training for many years. For twelve years she was also Chairman of a Carers Centre.

Eileen has a long-standing involvement with the Society. In 1991 she became Secretary of the Buckinghamshire Branch, taking on the role of Chairman in 1995, then becoming Chairman of the Aylesbury Branch in 1997. From 1991 to 2000 she provided direct support to people with dementia and carers, and has supported branch staff since 2000.

Since first becoming a trustee of Alzheimer's Society in 1997 (elected by central region within the former, pre-One Society programme governance structure), Eileen has been involved with a number of the board's committees.

Career wise Eileen held a broad spectrum of challenging positions in the secretarial field, as Personnel Officer, an international Chairman's Executive Assistant contacting directors worldwide, British Government ministers and industry leaders; five years in Licensed Trade management and two years in Health and Social Care at The Open University.

Eileen is chairman of the audit committee.

John Grosvenor, Honorary Treasurer

Appointed to the Board: December 2008

John Grosvenor is a Chartered Accountant who has had a wide ranging international career in the professional services sector, recently retiring from a senior partner position at PricewaterhouseCoopers.

John worked in a number of roles in London, the Netherlands, New York and in Asia. He has worked for a variety of major clients and performed several management roles in PricewaterhouseCoopers, including head of Global Finance. During John's time in Asia, he was a regular public speaker and made appearances as a financial expert on Singapore television.

John brings a wealth of experience to the Society, in particular extensive experience in presenting financial data to audit committees.

Richard Crace

Elected to the Board: September 2004

Since joining the Birmingham branch in 1991, Richard Crace has been deeply involved in everything from driving the mini-bus to fundraising and public speaking. He was a member of the branch committee for over a decade, acting as branch treasurer for a number of years, before joining the Board of Trustees. He is also a member of the Quality Research in Dementia Consumer Network.

Richard has particular interest in issues relating to younger people with dementia, diversity and inclusion. He represents the Trustees on a number of internal working groups, including the Management Information Systems project board and the integrated finance system working group and is a member of the audit committee.

He has extensive personal contact with people with dementia both within his own family (as a carer) and in the local community.

Wendy Jones

Elected to the Board: September 2006

Wendy Jones brings a valuable and wide-ranging combination of skills, knowledge and experience to the Board of Trustees. Originally a journalist and broadcaster, she worked across many national news and current affairs programmes, reporting on a range of political and social issues. For eight years she was BBC education correspondent.

For the past ten years, Wendy has occupied senior management positions at the BBC, first as deputy secretary, where she worked closely with the Board of Governors, and more recently as head of policy and public affairs for BBC Learning, where she leads a small team advising on policy issues and managing external relations relevant to the BBC's education output.

Wendy has experience of the Health Service, both through chairing panels to review complaints by patients and through acting as a lay reviewer in postgraduate medical training. She also has personal experience of dementia - her father suffered from early onset dementia in the 1980s.

Peter Laycock

Elected to the Board: September 2001

Peter Laycock has been involved with Alzheimer's Society for over 25 years - first becoming a member in 1980. He helped to establish his local branch, serving as its chairman for four years, as well as chairing the former eastern regional committee.

He has an extensive background in health and social care, originally training as a general nurse, before moving on to mental health and further qualifications. He became part of a new service, which moved care from hospitals into the community, and in 1976 was the first CPN appointed in Suffolk. In 1986, as a nurse specialist he was seconded by the NHS to a new multidisciplinary team, which helped to provide an open referral service for people with dementia and their carers.

Peter is currently a nurse specialist within a new service for younger people with dementia.

Marilynne Morgan

Elected to the Board: September 2003

Marilynne Morgan has been a member of the Society for nearly 15 years. She brings extensive knowledge of public law and government to the Board, as well as having first hand experience as a carer.

After qualifying as a barrister, Marilynne spent over 30 years in the Government Legal Service, latterly running legal departments as Legal Adviser to several large Government Departments, including the Department of Health. She remains actively engaged in the affairs of her profession, and is a non-executive director of a Government Agency, where she takes a particular interest in human resources issues.

As trustee, Marilynne has taken a leading role in governance and constitutional issues. She is a trustee of the newly established Alzheimer's Brain Bank UK.

Marilynne is currently Chairman of the Nominations Committee.

Carolyn Popham

Elected to the Board: September 2004

Over the last twelve years Carolyn Popham has gained experience at all levels of the Society. She has taken on a variety of voluntary roles - as a day centre helper, a fundraiser and a branch chairman. In 2004 she became a trustee, elected under the former governance structure by the Southern region.

Carolyn is a qualified doctor, having previously worked as a hospital anesthetist. She is currently studying for an MSc in Mental Health and Ageing at University College London, and is about to start a research project on the quality of life for people with dementia in various long-term care settings.

Carolyn is chair of the volunteer consultation group (formerly the volunteer task force). She is also a member of the National Fundraising Development Board Steering Group and the Branch Change Management Group.

David Richardson

Appointed to the Board: September 2006

Elected to the Board: September 2007

With close family experience of dementia, David Richardson has been active in Alzheimer's Society at branch, area and national levels. He has served as Chair of the South Lakeland branch and the Lakes Area Forum; prior to becoming a Trustee he also served on the Advisory Council.

David's career was in university administration. In his last post he was a member of the Senior Management Team of the University of Manchester: his responsibilities spanned University Governance, Student Services and International and Public Relations. He is now active in fundraising - he was co-founder of the North American Foundation for the University, and now works part-time as Senior Development Fellow. He has a record of success in securing major gifts.

He is a member of the Development Board for fund-raising, the audit committee and the volunteer consultation group.

Tom Haverty

Co-opted to the Board: June 2007

Tom Haverty MSc lives in Armagh. He is currently a Commissioner for the Equality Commission for Northern Ireland, and as such is involved in strategic planning, networking, monitoring, policy development, and some media work.

Before his retirement he lived in Londonderry and was employed by the Western Health and Social Services Board holding the posts of District Social Services Officer for Derry, Limavady and Strabane District and Service Planner. He worked as a social worker in London in both childcare and mental health services where he gained experience in working with the West Indian and other ethnic minority groups. He is currently a member of the Criminal Injuries Compensation Appeals Panel Northern Ireland and was formerly a member of the Advisory Committee on Travellers and the Central Personal Social Service Advisory Committee.

Carys Howell

Elected to the Board: September 2007

Carys Howell is a communications and marketing consultant, specialising in the environment, heritage, culture and tourism. She also runs training courses and workshops on advocacy and press and media management.

Following a career in BBC television and radio, she worked for the National Trust in Wales where she led a department that was responsible for External Affairs and Marketing. She is currently a member of the Authority of S4C and of the Advisory Committee for Common Purpose Cardiff and is a Trustee of the Faenol Festival. She sat on the Board of the Wales Tourist Board for five years where she had special responsibility for the four regional tourism partnerships and was a member of the marketing sub board.

Carys is a fluent Welsh speaker, with wide-ranging experience of the political and policy structure in Wales.

Annette Southcott

Elected to the Board: September 2006

Annette Southcott trained as a nurse and district nurse in Glasgow and Aberdeen. The majority of her professional life has been spent working in areas as diverse as the Western Isles of Scotland and the coalfields of Nottinghamshire.

She was an elected member of the English National Board for Nursing from 1989/1993 and vice chair of the committee responsible for investigating allegations of professional misconduct. Since 1993 she has been a member of council of the Queens Nursing Institute and was awarded a Fellowship in 2000.

In 1995, Annette joined the Department of Health as nursing officer for older people's services, and worked on a range of policy initiatives including the National Service Framework for Older People and the Care Standards Act 2000. During this time she chaired and was a member of numerous working groups and is an experienced public speaker.

In addition to her professional experience of nursing people with dementia, Annette has first hand knowledge as a carer of the effects of both Alzheimer's and vascular dementias and is currently supporting a family member caring for a partner with Alzheimer's.

Job Description

Job title

Director of Human Resources

Responsible to

The Director of HR will report to the Chief Operating Officer (COO) and will be a member of the Senior Management Team (SMT), making a contribution to strategic thinking and development of the Society. Providing expert advice and strategic guidance to the CEO and Board of Trustees on all matters concerned with employment, motivation, performance and development of the people working with the Society.

The Director of HR will provide leadership on delivery of HR strategy through the Operational Management Team (OMT) to ensure the Society has a quality, affordable workforce, with the right people in the right places with the right skills to deliver the Society's business plan.

Main purpose of the role

The Director of HR enables the very highest standards of delivery of the Society's strategic objectives through the creation of a progressive employment environment.

The post holder will lead the development and implementation of a far-reaching Human Resources strategy that places the Society at the leading edge of good employment practice; demonstrably achieves year on year improvement in the quality of working life for its staff and volunteers; and demonstrably contributes to continuous improvement, ensuring progressive HR practice to enable the Society to attract, value, retain and develop staff and volunteers with the skills to achieve the Society's strategy and objectives.

Key responsibilities:

- The development, implementation, monitoring and reporting of Human Resources strategy and associated policies in support of the Society's overall strategy, ensuring employee and volunteer effectiveness and motivation are maximised
- The development of the structure and operation of the Human Resource function to ensure an effective service is provided to the SMT, CEO, Board of Trustees and other key stakeholders

- The development and implementation of strategy to promote diversity and ensure that it is embedded into the foundations of the Society
- Ensuring that the implementation of strategy enables the Society to be recognised as an employer of choice, and contributes to improvements in organisational performance

Change management

- The leadership, motivation and direction of staff within the Human Resource function to enable the achievement of individual corporate objectives
- Contribution to the creation of a culture within the Society which enables staff to maximise their development
- Implementation of organisational development initiatives and structures which support innovation, flexibility, responsiveness and high performance
- In close liaison with SMT and OMT (senior managers), ensuring that policies and procedures are in place in support of the achievement of directorate business plans, to include staff and volunteer involvement

Employee relations

- Provision of leadership on employee relations matters and promotion of the development of effective mechanisms for staff representation, communication and consultation to foster productive and effective relationships with staff and their representatives
- Leadership of the Society's approach to staff and volunteer welfare, including occupational health services, employee counselling service and good practice in people management
- Ensuring that the Society meets legislative requirements with regard to equality and diversity and proactively develops policy, practice and a culture that makes the Society an inclusive employer
- Further development, implementation and monitoring of employment policies in support of the Society's integrated business plan, in accordance with best practice and current legislation

- Provision of advice to SMT and the Board of Trustees on employment law, UK and EEC
- Leadership on development of, and consultation and negotiation with, the Works Council

Recruitment, retention and reward

- Leadership on development and implementation of recruitment and retention strategies and initiatives, in line with best practice and legislation, which supports the Society to attract and retain high quality staff
- Leadership on innovative approaches to building workforce capacity and closing the gap between supply and demand. Continual exploration of new recruitment pools and their implications for role design, recruitment and selection practice, and development of skills and model careers
- Ensuring the provision of an effective and responsive recruitment service for the Society and demonstrating value for money for such services

Workforce planning and information

- In liaison with the Director of Corporate Resources, the development and implementation of information systems (integrated HR net and payroll) necessary to support effective workforce planning to meet future changes in service provision
- Ensuring the Society has reliable and timely workforce information available to the right people for planning and monitoring purposes
- The development of workforce planning skills and processes within the organisation
- In the longer term, leadership on the development of a workforce strategy that supports the goals, values and business plan of the Society

Performance assessment framework

- Development of a comprehensive strategic and integrated approach to performance management within the organisation, ensuring linkages to appraisal as appropriate

Managerial

- Provision of managerial and professional leadership to all HR staff and key partners on HR practice
- Ensuring confidentiality: the post holder must maintain confidentiality, security and integrity of information relating to clients, staff and volunteers
- Risk management: all staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks.

Additional responsibilities

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

It is essential that in your written application/CV you give evidence of examples of proven experience in each of the following selection criteria listed in **Part One** of the person specification.

These responses will be further developed and discussed with those candidates invited for interview, together with the other criteria listed in Part Two.

Part One

Competencies, Characteristics and Experience Required:

Qualifications:

- Degree level or equivalent
- Qualified with the Chartered Institute of Personnel and Development (CIPD) or equivalent*
- Postgraduate qualification, preferably in the behavioural sciences*
- Fellow of the CIPD*

Experience

- Experience at director level in the management of Human Resources
- Evidence of working with board members and other senior management to help deliver strategic objectives
- Successful track record in dealing with large scale organisational change issues
- Ability to lead, inspire and support individuals and teams in delivering high quality work
- Track record of innovative human resource management practice
- Ability to evaluate problems creatively, critically and objectively in order to provide optimum solutions at a strategic and operational level
- Strong background in employment law, human resource management practice and employment policy and strategy
- Experience of supporting and leading large scale organisational review processes, including restructuring, systems review and programme management
- Implementation of large scale organisational systems
- Strong track record of staff management, development and leadership

Part Two

Key Competencies:

- You will have excellent communication skills, with an ability to conceptualise, persuade and negotiate at all levels
- Able to work with complexity and ambiguity
- You will also have excellent analytical and process skills along with a high degree of maturity and personal responsibility, in order to work with minimal supervision and be a “hands-on” manager
- You are someone with a “can-do” attitude who can also help the organisation to expand in the years to come and continue to develop a reputation for world-class excellence both internally and externally
- You will possess a high level of leadership and management skills
- Commercial/entrepreneurial approach to management
- Intellectual capacity to understand and interpret complex issues
- Skills in coaching and mediation
- Commitment, flexibility and a natural affinity for effective team working, and the ability to manage and motivate excellence in others
- Group facilitation.*

Personal qualities

- Good interpersonal skills
- Strategic thinker
- Effective team player
- Record of high achievement
- Diplomatic
- Assertive
- High levels of motivation and personal drive
- A commitment to, and concern for, the cause

Physical

- Good general health

Terms and conditions

Outlined below are some of the main terms and conditions of employment relevant to all employees of the Society.

Location:

London

Compensation:

c.£80,000

Terms and Conditions of Employment

Outlined below are some of the main terms and conditions of employment relevant to all employees of the Society.

1. Probation

All posts are subject to a probationary period of 12 weeks unless otherwise stated on the letter of appointment. During this probationary period, either party may give the other one-week's notice in writing to terminate the employment. After successful completion of the probationary period, the notice stated on your contract of employment will apply.

2. Annual Leave

The holiday year runs from 1 April to 31 March. In each holiday year, in addition to bank and statutory holidays, the holiday entitlement in the first full year will be 25 days, scaled down according to start date. This then increases in line with service as follows: During the first full leave year and up to 2 leave years 25 days, third leave year 26 days, fourth leave year 27 days, fifth leave year 30 days. Holiday will be calculated on a pro-rata basis for part-time workers.

3. Pension Scheme

The Society currently operates a Group Personal pension scheme. All employees under the age of 75, may join the scheme on completion of the probationary period. Employees may contribute a percentage of their salary to the scheme, and the Society will double the employee's contribution up to 8% of the employees' gross

salary. This will mean that a 1% employee contribution will attain a 2% contribution from the Society and a 4% contribution will attain the maximum 8% from the Society. Alzheimer's Society will not pay into a personal pension scheme.

4. Salary Payment

All new employees are placed on a grade based on the Society's salary scheme, which is normally reviewed in April of each year.

The commencing salary is as stated in the letter of appointment. Salaries are paid in arrears on the 25th of each calendar month, by direct credit transfer into a bank or building society account. (If the 25th falls at a weekend, payment is made on the working day immediately prior to the 25th)

5. Sick Leave

The Society operates an occupational sick pay scheme that is based on length of service with the Society.

6. Retirement Age

The Society's normal retirement age is 65. However, staff may be employed who are over the age of 65.

Any applicant aged 65 and over who is successful in obtaining a position with the Society should be aware that as a result of the Employment Equality (Age) Regulations 2006 they will now have the statutory right to claim unfair dismissal. They will now also be entitled to a statutory redundancy payment if they are made redundant. In addition, they also have the right to claim statutory sick pay for up to 28 weeks if they are absent to work due to sickness.

7. No Smoking

The Society operates a no smoking policy.

8. CRB

This post is subject to a satisfactory disclosure from the Criminal Records Bureau. Further information on the Society's CRB policy can be found on www.alzheimers.org.uk and type "CRB" in the search box

How to apply

To apply for this position, please send a comprehensive CV plus a supporting covering letter which includes details of your current salary and benefit package, quoting the reference number 9486. **Please ensure that your application fully addresses the appointment criteria in Part One of the person specification.**

You should give the names, positions, organisations and telephone contact numbers of at least two referees, one of whom should be your current/most recent employer.

You are invited to complete and return the enclosed monitoring information form. This will help our client to follow the recommendations of the Equality and Human Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of your application.

Finally please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

Applications should be emailed to: natasha.wood@veredus.co.uk

Applications can be sent to:

Natasha Wood
Veredus Executive Resourcing
17 Rochester Row
London
SW1P 1RP

Alternatively applications can be faxed on 020 7932 4201. If you fax your application, please follow up with a clean application in the post.

Veredus will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Timetable

Published advert closing date	Monday 21 September
Longlist meeting	Week commencing 28 September
Preliminary interviews	Week commencing 5 October
Shortlist meeting	Week commencing 12 October
Psychometric assessment	Week commencing 19 October
Final panel interviews	Week commencing 26 October

These dates may be subject to change and applicants will be advised in advance should this happen.

Recruitment Process

Should you decide to make a formal application, you will hear from Veredus if you are being called forward for a preliminary interview. Those candidates not longlisted will be advised by letter.

Preliminary interviews will be carried out by Veredus Executive Resourcing at their London offices. All longlisted candidates will be advised as to the outcome of this stage of the process by telephone, immediately after formal shortlisting.

Queries

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, then contact Naomi Ross on 020 7932 4244 or Katy Giddens on 020 7932 4206.

Advertisement

DIRECTOR OF HUMAN RESOURCES

ALZHEIMER'S SOCIETY

London • c £80k

Alzheimer's Society is the UK's leading care, support and research charity for people with dementia, their families and carers. We employ 1,850 staff, and benefit from the commitment of over 5,000 volunteers.

At a time of exciting organisational growth and change, we're looking for someone with exceptional HR and leadership skills to contribute to this growth and lead a strategic programme of change.

You'll need the ability to drive excellence across the human resources agenda to support organisational and cultural behavioural change in line with the Society's values and lead and motivate the 20-strong HR team by improving customer service as well as overall team performance.

The successful candidate will have a demonstrable track record of contributing both operationally and strategically as part of a senior management team. You'll also need broad HR experience which includes managing compensation and benefits, performance and talent management, and organisational development.

With a strong commitment to the mission, values and principles of the Society, you'll lead from the front in championing the combined ethos of a caring, vocational culture with a commercially aware, accountable and results-driven £50 million plus business.

To find out more, download our information pack from www.veredus.co.uk quoting reference 9486. For an informal discussion about this role, please call Naomi Ross on 020 7932 4244 or Katy Giddens on 020 7932 4206. Closing date is 21 September 2009.

Equal opportunities monitoring form

Enter Job Reference Number Here:

Name:

Date of Birth:

Current

Job

Title:

Full time:

Part-time:

If yes, No. of Hours:

Female:

Male:

Marital Status (please state) :

Please tick as appropriate

ETHNIC ORIGIN INFORMATION	Asian or Asian British;	Indian Pakistani	<input type="checkbox"/>
These categories are not about nationality, place of birth or citizenship. They relate to broad ethnic group categories as recommended by the EHRC. When you have read them all please tick the box that most accurately describes you.	Black or Black British;	Bangladeshi Other Caribbean African Other Chinese Other	<input type="checkbox"/>
	Chinese or Other	White and Black Caribbean White and Black African White and Asian Other	<input type="checkbox"/>
	Mixed;	British Irish Other	<input type="checkbox"/>
	White;	Other	<input type="checkbox"/>
	Other Ethnic Origin (please describe)		<input type="checkbox"/>
	Religion (please state)		<input type="checkbox"/>

Section 1 of the Disability Discrimination Act defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

Do you have such a disability? YES NO

Please describe the nature of your disability together with details of any adjustments that you may require to do this Job.

In which publication or website did you see the post advertised?