



**UNIVERSITY OF LONDON**



Institute of Historical Research  
Centre for Metropolitan History

### **Further Particulars**

*Research Officer, 'Life in the Suburbs: health, domesticity and status in early modern London'*

**Reference Number 058/09**

#### ***Introduction***

1. Applications are invited for the post of Research Officer on the ESRC-funded project, 'Life in the Suburbs: health, domesticity and status in early modern London' (reference: RES-062-23-1260). The project, which began in June 2008, is the third phase of a major collaboration between the Centre for Metropolitan History at the Institute of Historical Research, Birkbeck, University of London, and the Cambridge Group for the History of Population and Social Structure (University of Cambridge).
2. Informal enquiries about the post can be addressed to Dr Matthew Davies, CMH Director at the Institute of Historical Research on [matthew.davies@sas.ac.uk](mailto:matthew.davies@sas.ac.uk) or 020 7862 8698.

#### ***The University of London and the School of Advanced Study***

3. The University is a federation of separately incorporated, self-governing, directly-funded Colleges together with a range of central academic activities.
4. You will be employed within the central University – a separate legal body and employer from the colleges of the University, each of which is an employer in their own right.
5. The central University comprises the central academic activities, including the School of Advanced Study, a number of student and administrative services, and the central offices. Further information is available from our website at <http://www.london.ac.uk/structure.html>.

The School of Advanced Study was established within the University of London in 1994, and brings together the specialised scholarship and resources of ten prestigious research institutes to offer academic opportunities, facilities and stimulation across and between a wide range of subject fields in the humanities and social sciences.

6. Further information about the School of Advanced Study is available at [www.sas.ac.uk](http://www.sas.ac.uk) where you will also find a link to the Institute's web pages.

#### ***Institute of Historical Research***

7. Director: Professor Miles Taylor.
8. The Institute of Historical Research (IHR), part of the University of London's School of Advanced Study, was founded by Professor A. F. Pollard in 1921, to:
  - promote the study of history and an appreciation of the importance of the past;
  - provide institutional support and individual leadership for the broad historical community;
  - offer a wide range of facilities and services which assist the researching, teaching, writing and dissemination of history;
  - further high quality scholarship on particular aspects of the past by means of collective research projects; and
  - nurture a hospitable and welcoming environment where historians at all stages of their careers and from all parts of the world may meet, formally and informally.

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9. Within the IHR is a library of some 168,000 volumes, which is the best open access collection of primary sources and research tools for working historians anywhere in the English-speaking world.
10. The Institute provides a range of facilities and services including an unrivalled array of seminars, meetings, conferences and public lectures, which draw audiences from London and the USA to Japan and Korea, and from academics to the wider public; and a series of Fellowships and Professorships that allow academics from around the world and at different stages of their careers to base their studies at the IHR.
11. The IHR runs a pioneering and expanding publications programme, which embraces the digital and print media, and includes resources such as 'Theses in progress', 'Reviews in history', the leading journal *Historical Research*, and British History Online (see [www.history.ac.uk](http://www.history.ac.uk) and [www.british-history.ac.uk](http://www.british-history.ac.uk)).
12. It houses three research centres, the Centre for Metropolitan History, which is devoted to the study of the great cities of the world, especially London, from earliest times to present day; the Victoria County History, which provides the best account of the history of local communities for the whole of England; and the Centre for Contemporary British History, which deals with the recent past.

### ***The Centre for Metropolitan History***

13. Director: Dr Matthew Davies.
14. Full details of all the activities of the Centre, including Annual Reports, can be found on the Centre's web site at: <http://www.history.ac.uk/cmh>.
15. The Centre was established in 1988, in collaboration with the Museum of London and other organisations, to fulfil a long-standing need in London. Located within the vibrant research culture of the Institute of Historical Research, it promotes the study and wide appreciation of London's character and development from its beginnings to the present day, and is concerned to set the history of London in the wider context provided by knowledge of other metropolises.
16. The role of the Centre for Metropolitan History is to:
  - provide a forum for the interchange of ideas on metropolitan history through seminars, conferences and other meetings;
  - undertake original research into the society, economy, culture and fabric of London, with regard to its role both within the British Isles and in the world at large;
  - provide teaching in metropolitan history at MA level, and through supervision of MPhil/PhD students;
  - provide a practical service for those interested in the history of London by bibliographical work, by organising raw data so that they are more readily usable, and by collecting and publishing news of research in progress;
  - promote research into the history of other metropolitan centres by inviting scholars from other parts of the world to take part in its activities, and by undertaking projects which compare London with other centres.

### ***Staff***

17. The Centre has its own premises within the IHR in Senate House. It currently has a staff of eight, headed by the Director, Dr Matthew Davies. Of these, four are contract researchers working on externally funded research projects. The Centre fosters a positive and welcoming working environment; staff work closely together and participate fully in the life of the Centre and the IHR as a whole. Thirteen postgraduate students are currently attached to the Centre, and staff are involved in teaching the IHR's MA in Historical Research.

### ***Research***

18. The Centre has gained a particularly high reputation for the quality and impact of its research projects. Since its establishment it has successfully secured funding for more than 30 projects, on themes such as from London's place in medieval networks of production and exchange, the impact of epidemic disease in 17<sup>th</sup> century London, and the evolution of London's central financial district in the nineteenth century. A number of important monographs and working papers have been published based on project research, and large quantities of data have been generated and analysed by the research.

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19. Current research projects:

- 'Life in the Suburbs: health, domesticity and status in early modern London' (ESRC);
- 'London and the Tidal Thames 1250-1550: marine flooding, embankment and economic change' (ESRC);
- 'London women and the economy before and after the Black Death' (ESRC);
- 'Livery company membership database project' (Clothworkers' Company);
- 'London and Middlesex Hearth Tax project' (AHRC).

Further details can be found at: <http://www.history.ac.uk/cmh>.

***The Project: 'Life in the Suburbs: health domesticity and status in early modern London'***

20. Directors: Dr Matthew Davies (CMH), Professor Vanessa Harding (Birkbeck), Professor Richard Smith (Cambridge).
21. Researchers: Mr Philip Baker (CMH), Dr Mark Merry (CMH – to 31 December 2009), Ms Gill Newton (Cambridge).
22. This project seeks to investigate the character and development of London's eastern suburb by examining the life of the inhabitants of the extra-mural parishes of St Botolph Aldgate and Holy Trinity Minories from c.1550-c.1700. Covering just under 80 acres running south from the parish of St Botolph Bishopsgate to the Thames, this area experienced a population explosion during the early modern period, from c.3,500 inhabitants in 1540, over 11,000 by 1650, to nearly 20,000 by 1700. The area offers a population with a unique range of social and economic experiences which allow the greatest possible scope for studying suburban living in early modern London. Moreover, it also offers an unprecedented array of sources, including parish registers, records of poor relief, numerous taxation and household listings, and the observations of the parish clerks of St Botolph. The project will: assess the impact of burgeoning population and industrialisation on the topography of the study area; examine the social and economic characteristics of the area's population; and study the relationship between rapid urbanisation and health and mortality. These analyses will inform and underpin large-scale explanations of the development of the early modern metropolis and its role in the 'modernisation' of English society.
23. The project is the third phase of a collaboration with Birkbeck, University of London, and the Cambridge Group for the History of Population and Social Structure (University of Cambridge) and will build upon the work of previous projects, '[People in Place: families, households and housing in early modern London](#)' (funded by the Arts and Humanities Research Council) and '[Housing Environments and Health in Early Modern London 1550-1750](#)' (funded by the Wellcome Trust for the History of Medicine). See also [Cambridge Group pages](#).

***The Post, Duties and Person Specification***

24. A detailed description of the duties and responsibilities of the post is provided by the enclosed job specification *on page 5 of this document*, which includes a person specification detailing the key skills and personal qualities required of the postholder.

***Terms and Conditions of Service***

25. The post is available from 4 January 2010 (or as soon as possible thereafter) on a fixed-term basis until 31 May 2011.
26. The appointment will be made at an appropriate point on the **Level 07** scale for Researchers, within the salary range **£30,973 to £37,603 per annum inclusive of £2,134 per annum London Weighting**.
27. The appropriate occupational pension scheme is the Universities Superannuation Scheme – a final salary scheme. **If you are eligible to join the Universities Superannuation Scheme you will automatically be included in Salary Sacrifice for USS Pension (SSUP)**. For more details on that provision please see the last page of our Terms and Conditions document.
28. The annual leave entitlement is six working weeks (30 working days) in addition to Public Holidays and such days as the central University offices are closed for certain discretionary days at Christmas and Easter.

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29. The appointment will be subject to the terms and conditions of service to Academic and Related staff and other regulations relating to employment laid down in the Financial Regulations and elsewhere; these conditions and regulations may be amended from time to time. Further details of the prevailing terms and conditions of service are given in the 'General Information for Applicants' included in this document and the Terms and Conditions of service are also available in full from our website at <http://www.london.ac.uk/242.html>
30. The post is full-time and the normal hours of work are 35 per week.

***Method of Application***

31. **To apply, please complete:**

- **a letter of application**, stating how you meet the requirements of the post and addressing each of the elements of the ***Job Requirements/Person Specification***;
- **a full curriculum vitae**, including particulars of qualifications, employment history, management experience and current salary, and **the names and contact details of three referees who may be contacted immediately without further reference to you**;
- Samples of written work may be requested from shortlisted candidates.

32. Please submit your application by email to [ulrecruit@lon.ac.uk](mailto:ulrecruit@lon.ac.uk), quoting relevant reference number. Alternatively, you may submit your application by hard copy to **HR Office, Senate House, Malet Street, London, WC1E 7HU**.

33. The closing date for receipt of completed applications is **12 noon on Friday 6 November 2009**.

34. If you need more space than is available on the form, then:

- **For applications by email:** Please submit continuation pages as a separate attachment.
- **For applications in hard copy:** Please use additional A4 sized sheets of copier quality paper.

***Shortlisting and Interview***

35. We regret that, though we do so where we can, it is rarely possible for us to contact unshortlisted candidates. If, therefore, you do not hear from us within 3 weeks of the closing date, please assume that your application has been unsuccessful.
36. Interviews are scheduled to take place on **Monday 30 November 2009**. Regrettably, it will rarely be possible to schedule alternative dates due to the work commitments of the selection panel.

*October 2009*

<b>UNIVERSITY OF LONDON</b>		<b>JOB SPECIFICATION</b>	
		<b>As At:</b>	October 2009
<b>Present Grade:</b>	Level 07 (Researchers)	<b>Established Post No:</b>	KT082
<b>Name of Incumbent:</b>			
<b>Division</b>	Institute of Historical Research	<b>Section:</b>	Centre for Metropolitan History
<b>Job Title</b>	Research Officer, 'Life in the Suburbs: health, domesticity and status in early modern London'		

**Job Summary**

This vacancy arises from the appointment of Dr Mark Merry to a permanent post at the IHR, which includes support for LITS as well as other digital projects. The new project officer will work alongside Mr Philip Baker in the CMH offices, liaising regularly with Ms Gill Newton of the Cambridge Group, under the direction of Dr Davies and the project's co-directors. The post provides an excellent opportunity for a postdoctoral researcher to undertake research as part of a major ESRC-funded project, and to be involved in the dissemination of the project's findings through publications. The three researchers on the project are encouraged to take ownership of the research process, and will present papers at several major conferences and seminars in 2010 and 2011.

The project has recently completed a major phase of data entry, undertaken by freelance data inputters. The next phases will see the analysis of this data, further research by the project team using a number of London archives, and finally the writing up of the research results for a variety of publications. The project makes use of a complex relational database (Access) to store and analyse the information collected from cross-sectional sources such as taxation records, and longitudinal sources including parish registers. The project officer will be expected to become familiar with this database, and to run queries and generate reports that will feed into the next stages of research and writing. A GIS will be used to analyse and present data spatially. Beyond this, the ability to deploy the data to answer the main research questions posed by the project will be essential, developing through research and writing an understanding of the social and economic characteristics of the development of the suburb in the early modern period. Tasks of particular importance will include the researching and writing of property histories for the study area, the analysis of variables such as housing quality, amenity and rental values at a variety of topographical and administrative levels; the investigation of contemporary perceptions of suburban life in London, as reflected in printed and manuscript sources, and the integration of this qualitative information alongside quantitative data.

<b>Job Content</b>	Percentage breakdown of time spent on each duty or on a related group of duties	%
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- Duties**
- Under the line-management of Dr Matthew Davies:
1. Research, data analysis and writing for the ESRC 'Life in the Suburbs' project, as outlined in the job summary.
  2. Presentation of project findings at seminars and conferences.

**JOB REQUIREMENTS / PERSON SPECIFICATION**

<u>EXPERIENCE</u>		<u>Essential</u>	<u>Desirable</u>
Expertise in the history of London or other urban contexts in the early modern period.		✓	
Experience of using complex databases to analyse qualitative and quantitative sources for historical research.		✓	
Publications forthcoming and/or in print in economic and social history.		✓	
Postdoctoral research experience.			✓
Familiarity in the use of GIS for historical research.			✓
<u>TECHNICAL KNOWLEDGE / SKILLS/ APTITUDE</u>		<u>Essential</u>	<u>Desirable</u>
Excellent palaeography skills (16 <sup>th</sup> and 17 <sup>th</sup> century sources).		✓	
Extensive knowledge of the main types of source materials used by the project (taxation records and other listings, probate evidence, parish records, records of property holding).		✓	
Excellent writing and presenting skills.		✓	
<u>EDUCATION / PROFESSIONAL QUALIFICATION</u>		<u>Essential</u>	<u>Desirable</u>
A PhD or equivalent in early modern British social and economic history.		✓	
<u>PERSONAL QUALITIES</u>		<u>Essential</u>	<u>Desirable</u>
Ability to work independently and as part of a team.		✓	
Attention to detail and excellent organisational skills.		✓	
<b>REPORTING LINES</b>	Reports To (Job Title)	Director of CMH.	
	Responsible for (No of staff in each grade)	None.	
<b>SPECIAL DEMANDS OF THE ROLE</b>			
None.			

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## General Information for Applicants

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- **Equal Opportunities:** We operate a robust policy, full details of which are available from <http://www.london.ac.uk/90.html> or otherwise on request. A summary is given under 'Notes and Instructions for Your Application'.
- **Disability and Employment:** The University is committed to offering an interview to all applicants with a disability who evidently meet the minimum criteria for the vacancy.
- **Superannuation:** The University operates final salary pension schemes – the Universities Superannuation Scheme (USS), applicable to staff in academic and related grades, and the Superannuation Arrangements of the University of London (SAUL) for other staff
- **Annual Leave:** 6 weeks paid leave per annum for staff in Academic & Related grades and 5 weeks paid leave per annum for staff in other grades.
- **Public and University Holidays:** The Central Offices are normally closed for six days a year in addition to Statutory Public Holidays; one day either side of Easter and the remainder between Christmas and New Year.
- **Sick Pay:** Staff are entitled to occupational sick pay in accordance with length of service.
- **Travel Loans:** Interest-free pay advances are available for staff to purchase annual season tickets (for tube and rail travel and certain privately-operated coach services, including annual fees for commuter parking) and towards the cost of a bicycle for use in their journey to work.
- **Training, Staff Development, and Wider Educational Opportunities:** Gaining educational and professional qualifications is a vital part of training and development. Staff undergo an annual development review and are offered appropriate advice and encouragement in their pursuit of relevant qualifications.

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## Staff Facilities

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- The **Staff Association** promotes sporting and social activities and aims to represent the general interests of staff so far as their working activities are concerned. Membership is free and automatic unless specifically declined.
- Staff are currently able to make use of **ULU** (University of London Union) services and leisure facilities and have free access to the **Senate House Library** and **Courtauld Gallery**.
- Staff may apply for **grants towards fees for academic study** not directly related to work.
- The **Central Institutions Health Service** medical unit is available to staff.
- The **Empathy Employee Assistance and Therapy Helpline** is a free confidential 24-hour and 365 days a year service offering personal one-to-one counselling, on such matters as stress-related problems, work related problems, drug/alcohol dependency, medical problems, family/marriage issues, psychological problems, legal issues and financial issues.
- **Car Parking** permits and **Bicycle Lockers** are available on payment of a refundable deposit.

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## DATA PROTECTION STATEMENT

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Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equality issues and, on appointment, personnel, payroll and pensions administration. In the case of unsuccessful applicants, manual information may be retained for a minimum of three months and a maximum of two years. Computerised data will be held for longer periods as necessary to provide for management reports in respect of equality matters.

On appointment, subject to the receipt of satisfactory references, the University may use any educational or employment details contained in or derived from your application to approach persons or organisations for any reference which may be required under the terms of our internal or insurance policies.

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## ACCURACY OF INFORMATION

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The information that applicants provide to the University, both on any application documents and at interview, must be accurate and complete. If the University subsequently discovers that any information provided is inaccurate or incorrect then the University may withdraw an offer of appointment or, if the discovery is made subsequent to appointment, take disciplinary action up to and including dismissal.

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## PERSONAL DETAILS/EQUAL OPPORTUNITIES FORM

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**The following pages contain notes which are intended to provide assistance in completing the Personal Details/Equal Opportunities Form.**

In the process of applying you are asked to provide certain information which is necessary only for administrative purposes but is not required for the initial selection process. Such information is retained by the University for use solely for administrative and monitoring purposes and is not released to the shortlisting panel or used in the process of shortlisting. Certain information may be released to the interview panel – e.g. details of a disability may need to be released to the panel to ensure reasonable adjustments are made at interview.

**Flexible Working/Contractual Modification Requirements:** This portion of the form can be used by all candidates to indicate a need for or request that any offer of employment vary from the contractual provisions described in the advertisement or further particulars of the vacancy. It is important that you draw a distinction between those adjustments which may be necessary for you to undertake the role, and those which are preferable.

Information from this portion of the form will not be revealed to the shortlisting panel during the initial shortlisting process but may subsequently be released to them in cases where the requirement of adjustment is essential and a determination may need to be made prior to interview as to whether such an adjustment can be accommodated.

## NOTE 1: PERSONAL AND CONTACT DETAILS

**Identity:** To avoid difficulty in later establishing your identity to our satisfaction, please give your forenames and full surname exactly as they appear in the documentation you will present as evidence of your right to reside and work in the UK in this capacity and use the Known As field e.g.

Forenames: Ian James

Surname: Barrington-Smyth

Known As: Jimmy Barrington

Forenames: Katherine Janet

Surname: Holmes

Known As: Katie

**Contact Details:** We may need to contact you in writing, by email or by phone. For your application to be successful, it is essential that we are able to make contact with you without undue difficulty at any stage of the application process. In particular, interviews may be arranged at relatively short notice and it is important that we can contact you quickly in order to maximise the possibility that you can attend.

We provide a space for *Other Contact* on the form which you can indicate an alternative contact if you don't have a home phone/mobile or may not be available when we are arranging interviews. This could be the number of a friend/parent etc where messages left for you would reach you quickly. If using this facility please provide both the telephone number and details of the contact (e.g. *Mum: 020 8101 1111*).

The University is conscious of the need to preserve your privacy when contacting you at what may be a work telephone number or email address. We therefore provide you with the opportunity on the form to select a suitable subject heading for any phone or email message we may leave for you.

## NOTE 2: NATIONALITY AND WORK STATUS DETAIL

The University requires information of your right to reside and work in the UK to ensure that your application is suitable for consideration. There are restrictions on the type of work, hours per week and total duration of work which may be undertaken by individuals working in the UK under certain types of visa.

### Immigration Status and Work Restrictions

There are no restrictions on the employment of British and / or European Economic Area nationals or Swiss nationals in the UK. Applicants who are British and / or European Economic Area (EEA) or Swiss Nationals should tick *Yes* against question *B1*.

From 1<sup>st</sup> May 2004, the European Economic Area (EEA) comprises: *Austria, Belgium, Cyprus, Czech Republic, Denmark, Eire, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and the UK. (Though a member of the EEA, Liechtenstein is not a member of the EU).*

If you are not a British/EEA/Swiss national, there may be a restriction on your ability apply for / the University's ability to accept or to consider your application. For this reason, we ask that you detail on the form whether you are / are not a British/EEA/Swiss national and, if not, for details of any restrictions on your right to reside and work in the UK.

Those individuals who are not British/EEA/Swiss nationals but nevertheless have permanent residency / indefinite leave to remain, should tick *Yes* against question *B2*. Your application will have the same status as that of a British/EEA/Swiss national.

If you have the right to reside and work in the UK currently, but your leave to remain is not permanent or indefinite, or if there are restrictions on the work that you may undertake, you should also tick *Yes* against question *B2*. Having ticked that box, you should go on to provide details of the restrictions to your stay in the space below.\* If you are unsure of the expiry date of your right to reside and work in the UK or of the restrictions on the work you may undertake this should be clarified before you sign and submit the application form.

The details you supply should encompass the nature of your visa and its duration. You may, for instance, indicate *Student to 31/07/08* or *Working Holidaymaker to 01/04/09*. The University may need to question you further about the restrictions on your stay and may defer or set aside your application in circumstances where it must either lawfully or for sound business reasons consider applications from those applicants without restrictions on their stay. For example, the terms of a student visa prevent the offering of permanent work or work involving more than 20 hours per week during term-time.\*

If you are not a British/EEA/Swiss National and do not have an existing right to reside and work in the UK on either a permanent or limited basis, you should tick *No* against question *B2*. Such applicants should be aware that for most vacancies it is a requirement that we first consider applicants with a current right to reside and work in the UK. Consideration of your application may therefore be set aside until these candidates have been considered or, in cases where there is no likelihood of success in our applying for a Work Permit on your behalf, may be set aside.

*\* Please note that you are required to give accurate information as to any existing restrictions on your right to reside and work in the UK, including but not limited to the expiry date of your right to reside and work in the UK, even if you expect these to be removed and/or amended. If you state that there are no restrictions and the University subsequently establishes that your rights to work are in fact restricted (e.g there is an expiry date on your current visa), **the University may withdraw the employment offer with immediate effect or, if the discovery is made subsequent to employment the University may take disciplinary action against you up to an including dismissal, on the grounds that:-***

- ◆ *You have breached our trust and confidence; and/or*
- ◆ *You have breached our equality provisions (in attempting to gain a false advantage over an equivalent candidate); and/or*
- ◆ *You have entered into a contract with us under false pretences; and/or*
- ◆ *Your contract of employment is illegal.*

### **NOTE 3: HEALTH AND ATTENDANCE DETAILS**

The University uses information about an applicant's prior health record to form a view as to the candidate's ability to attend work on a regular basis and to assess whether further medical investigation may be necessary for the health and safety of the prospective employee before an appointment is confirmed.

The information is maintained confidentially until initial shortlisting is completed. After initial shortlisting, the HR Division may alert the shortlisting panel to the existence of a candidate with a high / inadequately explained absence history. The Shortlisting Panel will then consider, with advice from the HR Division, whether to proceed to interview. Should the interview proceed, the candidate may be questioned at interview regarding their health and attendance record in order that the panel may be satisfied that attendance is likely to be adequate and / or for the HR Division to determine whether further health investigation is necessary prior to confirming appointment.

*Applicants should be aware that a health record is also requested of referees and that health record information may therefore be released through references to the panel or by the HR Division where further questioning of the applicant at interview is considered necessary. Significant discrepancies between the interviewee's personal statement of sickness absence and that indicated by a referee is likely to be investigated at or prior to interview.*

### **NOTE 4: REFERENCE DETAILS**

#### **The Reference Requirements**

The University requires references for two purposes. The first is to satisfy a policy requirement that no employee be allowed to commence work without a minimum of two references satisfactory to the employer and that, ideally, the decision to appoint should not be taken in the absence of references.

The second is to satisfy an insurance requirement applying to certain employments and requiring references covering the past three years of education or employment.

Initially the University seeks to satisfy its policy requirement by taking up a minimum of two references prior to interview and for this reason we require applicants to name a minimum of two referees with recent knowledge of their career and professional skills/work abilities. These referees must be contactable immediately without further reference to you.

It is not a requirement that you name your current employer for that purpose, though you may wish to name a suitable colleague/previous line manager for your current employment as an alternative. Please note that referees from personal / family friends are not acceptable and referees must be connected to your education providers or employers.

#### **Take Up of References**

Referees are most often contacted prior to interview, by phone, fax or email. Our requirement is often urgent and for this reason we ask that you research full address, fax, phone and email addresses for your referees. *We seek to ensure that we receive references in time for interview and applicants should be aware that referees are, therefore, advised of the date of the interview when references are taken up.*

#### **Conditional Offers of Appointment**

Where the University does not receive references prior to or immediately following interview, or the references do not fulfil our policy requirements, it may be necessary:

- ◆ for the University to make offers conditional upon receipt of further satisfactory references prior to employment commencing; or
- ◆ for further references to be taken up prior to or during the initial period of employment where references received to date do not include the last employer / educational institution or do not cover a satisfactory period of time to satisfy our insurance provider.

If an offer of employment is made conditional upon receipt of the required references prior to your commencing work but, on the day before you are due to commence work, we do not have the required references, the employment may not be allowed to commence at that time. Your co-operation in ensuring that we can make swift and successful contact with your referees is therefore recommended.

## **NOTE 5: EQUAL OPPORTUNITIES MONITORING**

The University aims to ensure that there is no unfair discrimination in the way we recruit. To help us monitor our recruitment process we need to gather information about the age, disability, gender and ethnic origin of our applicants. Participation in ethnic and disability monitoring is not compulsory however and will have no bearing on the consideration of your application.

### **Gender Monitoring**

Please indicate your gender on the relevant application insert by ticking *Male* or *Female*. Pre and post-operative transsexuals are not required to select their gender at birth for this purpose and may if preferred select their gender following reassignment.

### **Ethnic Monitoring**

Under the Race Relations (Amendment) Act 2000, the University has a general duty to promote race equality and good race relations, aim to eliminate unlawful racial discrimination, and promote equal opportunities and good relations between people of different racial groups.

As part of that duty we are required to monitor, by racial group, all employees and applicants for jobs. Please be assured that this information is acknowledged to be potentially sensitive and is regarded as personal and confidential. While the University shall analyse and, according to its statutory duty, regularly publish data on the ethnicity of its applicants and employees, this shall be done in such a way as not to identify the individual. Nevertheless, if you do not wish to participate in monitoring, you need only tick the box in *Section F* of the Ethnic Monitoring section of the form, marked *Prefer Not to Say*.

Those who are participating in monitoring, please note that there are five broad ethnic groups (determined by reference to the Commission for Racial Equality recommendations which itself draws on the National Census categories). These are, *White, Black, Asian, Chinese and Mixed Race*. Applicants should first determine which of these categories apply to them before selecting one of the sub-categories.

Please tick only *one* of the boxes. If you do not feel that any of the specific sub-categories apply to you, there is a sub-category of *Other* for each of the broader ethnic groups and you are asked to use that category. Over time, the University will assess the need to introduce new categories.

### **Disability Monitoring**

The University collects data on the disability status of applicants and employees to monitor its performance against statutory and policy standards regarding unfair discrimination against disabled individuals and to ensure that all reasonable adjustments are made at interview or, where applicable, to enable suitable disabled candidates to undertake the role in question.

The HR Division take a proactive role in ensuring that no disabled candidate is unreasonably rejected at interview. Information regarding a candidate's disability status is not released to the shortlisting panel prior to completion of shortlisting. The University is committed to offering an interview to any applicant with a disability who evidently meets the minimum criteria for that vacancy. Minimum criteria are those indicated as essential, required, necessary, pre-requisite etc, or in a range (e.g. 3-4 years experience, is the lower end of that range). To ensure that we can meet our commitment appropriately, disabled candidates are asked to ensure that their application clearly demonstrates where and how they meets/exceeds the minimum criteria.

The interview panel are advised of a candidate's disability at the first stage necessary prior to interview. The HR Division will advise the interview panel as to any reasonable adjustments required at interview and the interview panel may question the disabled candidate to assess their ability to undertake the role and what adjustments may be necessary.

To assist us in this process, you are asked to indicate whether you have or do not have a disability. If you are disabled, you are asked to complete three further questions (3a-3c inclusive) to describe your disability, any special requirements you may have at interview, and any advice or suggestions you may have regarding overcoming any operational difficulties you may have in undertaking the role as currently described.