

EEO DATA COLLECTION FORM

University of New England



Employment Equity & Diversity, University of New England

Equal Employment Opportunity (EEO) Data Collection

Dear Staff Member

I am writing to ask for your cooperation in the collection of EEO data.

Why is EEO data important?

EEO means that this organisation values the diversity of the people who work for it and is committed to employment practices which are fair to everyone. The EEO information we collect from staff lets us see if our EEO policies are making our organisation a better place to work. The information you give us on this form will help us to implement fair and equitable personnel policies and strategies to meet the needs of all of our staff.

What will happen to the information you provide?

Completing the EEO data collection form is **voluntary**, however we would appreciate your help.

Your staff number and name are requested at the top of the EEO Data Collection Form so that we can store the information on the staff data base and link it to other information such as level of appointment and employment basis, to produce summary EEO statistics. In addition to informing us about the level of participation of Equity groups, summary information is provided to relevant state and federal government agencies as part of the University's statutory reporting requirements. The information you provide will be treated confidentially and will not be used in a way which allows you to be identified.

Staff members who access EEO data information are bound by the Privacy Act Guidelines to protect the confidentiality of your details.

You have the right to view and update the information you provide. If you wish to do so at some later date, please contact the EE&D office, University of New England.

Completing the form

Please answer the questions on the EEO Data Collection Form and return it in the envelope provided. However, if you do not wish to supply this information please note this on the form, with your name and staff number, and return it for our records. If you have any questions about the collection of EEO data, please contact the EE&D Officer, on 02 - 6773 3242.

Thank you for your cooperation.

Dr Eliza Kent
Manager Employment Equity & Diversity

Employment Equity & Diversity, University of New England

Equal Employment Opportunity (EEO) Data Collection

Completion of this form is **voluntary**. We ask for your co-operation.

Name.....

Employment No.....

Q1. Are you female or male?

- Female
- Male

Q2. Are you an Aboriginal or Torres Strait Islander?

An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Island descent, who identifies as such and is accepted as such by the community in which he or she lives.

If you are both Aboriginal and Torres Strait Islander, please mark both "Yes" boxes.

- Yes, Aboriginal..... *Please go to Question 4*
- Yes, Torres Strait Islander *Please go to Question 4*
- No

Q.3 Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?

You should answer "yes" to this question if you are from a minority because of any of the following:

- your language background
- your religion or culture
- your ethnicity
- your country of birth or descent

- Yes
- No

Q.4 What language did you first speak as a child?

- English
- Other Language
(Please specify)

What language do you speak at home?

If it is not English, please specify:

Q.5 What is your country of birth?.....

Q.6 Are you a person with a disability?

You would answer "yes" to this question if you have any one or more of the limitations or restrictions listed below:

- a long term medical condition
- speech difficulties in your native language
- disfigurement or deformity
- a psychiatric condition
- head injury, stroke or any other brain damage
- loss of sight or hearing
- incomplete use of any part of your body
- blackouts, fits or loss of consciousness
- restriction in physical activities or in physical work
- slowness at learning or understanding
- any other condition resulting in a restriction

Yes

No

If "no", you do not need to answer any more questions. Thank you.

If yes, do you require adjustment to be made at work?

You should answer "yes" to this question if your disability would make it necessary to change any of the following:

- the tasks of the job
- the workplace or work area
- how others behave towards you at work
- the equipment you use
- your working hours

Yes

No

THANK YOU FOR COMPLETING THIS FORM

Please return this form to:

Employment Equity & Diversity
University of New England
Armidale NSW 2351

If you have any questions, please ring:

Dr Eliza Kent
Manager Employment Equity & Diversity
University of New England
02 - 6773 3242