

BOBATH CENTRE

FOR CHILDREN WITH CEREBRAL PALSY



Band 7 Bobath Physiotherapist – F/T

Are you a highly motivated, Bobath trained physiotherapist?
Are you ready for a challenge? Then we would like to hear from you.

The Bobath Centre is a world-renowned treatment and teaching Centre. It provides a friendly, supportive and professional environment. We wish to appoint an enthusiastic and committed Bobath trained therapist currently working in paediatrics. You will be encouraged to develop your clinical skills within an environment that strongly supports CPD and values the unique contributions of all its therapists.

The Bobath Centre mirrors NHS terms and conditions and offers continued membership of the NHS pension scheme.

Further information and an application pack can be found on the website www.bobath.org.uk under *Employment Opportunities* or contact Vanessa Wilde, PA to the Directors, tel: 020 8442 2263 or email: vanessa.wilde@bobath.org.uk.

Closing date: Thursday, 30 September Registered Charity number:229663



Christine Barber MSc MCSP
Director of Therapy Services

Jayne Pearce MCIPD
Director of Administrative Services

Date as postmark

Dear Applicant

Post: **Bobath Paediatric Physiotherapist**
Closing Date: **Thursday, 30 September, 2010**

Thank you for your interest in the above position; this application pack contains:

- Advertisement appearing in *Frontline*, September 2010
- General information about the post and The Bobath Centre
- Job description and person specification
- Guidance notes on completing the application form
- Application form
- Equal Opportunities Policy
- Equal Opportunities Monitoring Form

If you would like to apply for the position, please ensure we receive your application by the closing date of **Thursday, 30 September, 2010**. Applications received after this date will not be considered.

Interviews will take place on **Wednesday, 27 October**. Shortlisted candidates will be contacted by telephone and invited to an interview. As we are a small charity with very limited resources, it will not be possible for us to notify all unsuccessful applicants that they have not been shortlisted. Therefore, if you do not hear from us by **Monday, 18 October**, please assume you have not been shortlisted.

Please note this position is subject to an Enhanced Disclosure check.

Thank you very much for your interest in the Bobath Centre, and I look forward to receiving your application.

Yours sincerely

Vanessa Wilde
PA to the Directors

Patron HRH The Duchess of Gloucester GCVO

Registered Charity 229663
Company limited by guarantee
Registered in England & Wales 579091

www.bobath.org.uk

The Bobath Centre
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250 East End Road
London N2 8AU

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F +44 (0)20 8444 3399
E info@bobathlondon.co.uk

PHYSIOTHERAPIST AT THE BOBATH CENTRE

We are looking for a paediatric physiotherapist for The Bobath Centre for Children with Cerebral Palsy providing therapy for children of all ages who have cerebral palsy. We have a therapy team of Bobath-trained physiotherapists, occupational therapists and speech and language therapists who use a multi-disciplinary approach to the treatment of our children.

The Bobath Centre:

- treats children in accordance with Bobath principles
- provides an assessment and consultancy service, especially for children living at a distance from London
- trains graduate therapists in the principles and practice of Bobath treatment to promote its wider use
- undertakes research, in conjunction with the Royal Free Hospital School of Medicine, into the nature of cerebral palsy and the ways of mitigating its effects.

The Centre has a small administrative staff who are responsible for its day-to-day running. There is a combined staff of 30 at our small, friendly premises in East Finchley. We are situated just 5 minutes walk from East Finchley underground station and we have extensive free car parking facilities on site.

Terms and conditions mirror the NHS. We offer 27 days paid annual leave which increases to 30 days after 5 years' service and to 33 days after 10 years' service. We offer a contributory pension scheme. The normal hours of work will be 9 am to 5pm with 45 minutes for lunch but alternative start and finish times may be possible by negotiation. Our sick pay scheme mirrors that of the NHS and provides generous allowances which increase with length of service over 6 years to a maximum of 6 months full pay and 6 months half pay.

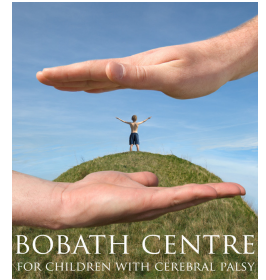
The Centre takes a very proactive approach to continuing learning and development for all staff and such activities are supported with paid time off and financial assistance.

Job Description

Post: Bobath Physiotherapist (Cerebral Palsy) (Band 7)

Responsible to: Line Manager

Accountable to: The Director / Head of Therapy Services



STATEMENT OF JOB PURPOSE:

To work as part of the multi-disciplinary team providing specialised assessment and treatment for children, adolescents and young adults with cerebral palsy and allied neurological conditions in accordance with the Bobath Concept.

To develop positive relationships and effective communication with children, adolescents and young adults, their families, carers, local therapists and other professionals to ensure effective intervention and sharing of expertise.

KEY RESPONSIBILITIES:

Clinical

- a) To comprehensively assess, analyse, and set treatment goals for children, adolescents and young adults, with cerebral palsy and other related complex neurological conditions, using a transdisciplinary Bobath approach to treatment and management, and contributing discipline specific skills as appropriate.
- b) To develop and implement highly specialised and individualised treatment based on a sound knowledge of the Bobath Concept and current evidence using advanced clinical reasoning skills.
- c) To generate detailed, accurate and analytical reports of findings reflecting specialist analysis.
- d) To plan individualised home programmes in conjunction with the child/parent, including discussion and practice of activities. The planning of home programmes will involve discussion with local therapists and other agencies regarding therapy priorities. Additional suggestions may be included for other environments, such as school. This is to be supported by written instruction, photographs, and/or videos/DVDs.
- e) To evaluate clinical effectiveness and patient progress using standardised outcome measures, as appropriate, and adapting and modifying treatment accordingly.
- f) To manage a caseload, being professionally and legally accountable for all aspects of own work, without direct supervision. Access to advice and support from Bobath Clinical Specialists in own and other disciplines is available, if required, but clinical work is not routinely evaluated.
- g) To use a range of verbal and non verbal communication skills with patients (or clients), parents, carers, colleagues, local therapists and other professionals, to communicate sensitive and complex information in an understandable form regarding issues relating to diagnosis, progress and treatment. To recognise when to seek advice on these issues from senior colleagues.
- h) To demonstrate empathy with patients, families/carers and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- i) To use a range of verbal and non-verbal communication skills to gain co-operation and motivation of patients and carers to participate in therapy activities.

- j) To ensure that the approach, progress and frequency of treatment are appropriate to individual needs and circumstances.
- k) To be responsible for designated equipment ensuring maintenance is carried out and reporting any defects.
- l) To adapt practice where possible to take account of cultural and diversity issues.

Professional

- a) To participate in the Bobath Centres' appraisal schemes, ensuring that objectives set reflect the service needs and strategic plans of the Centre as well as the individual's continuing professional development.
- b) To attend and lead case discussions and tutorials.
- c) To be responsible for maintaining own competency to practice through CPD activities and maintaining a portfolio which reflects personal development.
- d) To develop skills in giving short presentations about the Centre to non-Bobath trained visitors such as medical students, and about clinical issues to colleagues within in-service training sessions.
- e) To occasionally assist senior staff with demonstration and clinical observation on courses at basic and introductory level and for non-therapy staff.
- f) To provide peer support.
- g) To undertake as requested the collection of data for service audit or research projects.

Administration/Organisation

- a) To write and maintain accurate and comprehensive patient progress records and reports in line with the standards of practice of your professional body and those of the Bobath Centres.
- b) To liaise with administrative staff concerning appointments and any equipment required for patients according to the policies of the Centres.
- c) To comply with all local, national and professional Health and Safety, security and confidentiality policies and procedures, and ensure the safety of patients, colleagues and visitors at all times.
- d) To take responsibility for co-ordinating arrangements for own annual and other leave through discussion with line manager.
- e) To attend and contribute to staff meeting as required.
- f) To undertake limited organisational responsibility, such as organising tutorials or participating in project work.

Effort

- a) Physical effort: the post holder will be expected to kneel, sit on heels, support patients while standing/walking, transfer patients, use hoists and other transfer equipment on a daily basis.
- b) Mental effort: the post holder will be expected to concentrate during complex assessment/treatment sessions and ensure good communication with those patients with limited comprehensive/expressive communication skills and their carers.
- c) Emotional effort: care of children and young adults with severe chronic neurological conditions, imparting information relating to limitations of function including communication, mobility and manipulation, which would impact on prognosis, dealing with patients and carers who may be depressed, angry or withdrawn.
- d) Working environment: daily exposure to highly unpleasant working conditions, bodily fluids and unpleasant smells.

Other duties

- a) To fulfil any other duties required by the organisation commensurate with the role and grade.
- b) To occasionally work and/or attend training days in locations other than the usual workplace.

Person Specification: Bobath Physiotherapist

	Essential	Desirable
Qualifications/ Education	<ol style="list-style-type: none"> 1. Recognised Professional Qualification/Degree or equivalent 2. Health Professions Council registration 3. Member of Professional Body 4. Basic 8 week Paediatric Bobath Course 5. Variety of courses relevant to paediatrics 	<ol style="list-style-type: none"> 1. Advanced or other additional Bobath Course 2. MSc
Experience	<ol style="list-style-type: none"> 1. Minimum of two years experience of working with children with cerebral palsy 2. Experience of using the Bobath Concept with children with cerebral palsy 3. Experience of working without direct supervision 4. Experience in general paediatrics 5. Experience of a wide variety of paediatric equipment 6. Evidence of continued professional development 	<ol style="list-style-type: none"> 1. Experience of leading in service training for colleagues 2. Training / experience in specialist area with professional domain; e.g. Splinting, Sensory Integration, Orthopaedic rehabilitation, Dysphagia 3. Working with people with cerebral palsy of all ages
Knowledge & Skills	<ol style="list-style-type: none"> 1. Good knowledge of cerebral palsy including of current research 2. High level of ability to perform accurate analysis of posture and movement 3. High level of treatment skills for children with cerebral palsy 4. Highly developed and effective communication skills 5. Excellent report writing skills 6. Knowledge of appropriate outcome measures 7. Basic computer skills; Windows, and Word 	<ol style="list-style-type: none"> 1. Good computing skills e.g. Excel, Powerpoint, photo packages 2. Teaching skills 3. Knowledge of research methodology
Other	<ol style="list-style-type: none"> 1. Able to prioritise and meet report deadlines 2. Able to keep accurate notes 3. Able to manage own caseload 4. Able to contribute to positive working environment 	

The Bobath Centre for Children with Cerebral Palsy, Bobath Children's Therapy Centre Wales, and Bobath Scotland are independent self funding charities which work closely with each other to provide Bobath treatment for children with cerebral palsy.

Currently, the therapy staff at all three Centres are employed by The Bobath Centre, equivalent terms and conditions of employment, pension scheme, and career structures are in place.

Therapists employed in Wales or Scotland are responsible to the Head of Therapy in Wales and Scotland. The Director of Therapy Services takes overall responsibility for maintaining the integrity of the Bobath Concept and clinical standards across the three Centres.

The Bobath Centre for Children with Cerebral Palsy (formally the Western Cerebral Palsy Centre) was set up by the founders Mrs Berta Bobath FCSP and Dr Karel Bobath MD, FRCPsych in 1957. The purpose of the Centre was to offer treatment for clients with neurological conditions, provide a forum for researching and developing the Bobath approach to treatment of this client group, and to disseminate information on the Bobath Concept to other professionals. Bobath Children's Therapy Centre Wales was set up in 1992 to provide treatment for children living in Wales, and Bobath Scotland in 1995 to serve children living in Scotland.

COMPLETING THE APPLICATION FORM GUIDANCE NOTES

Thank you for your interest in the Bobath Centre. Please read the application pack carefully before submitting your application. The application form itself is of central importance to the selection process, both in deciding whether candidates will be shortlisted or not and at the interview itself. It is, therefore, vital that you follow these instructions when completing the application form.

- ❖ Read through the job description carefully and relate your skills, knowledge and experience of the duties of the post as fully as possible, providing evidence based on work or other activities.
- ❖ The person specification outlines the essential and desirable requirements applicants must meet in order to be selected for interview and appointment. It is essential that you address the criteria contained in the person specification, demonstrating how your skills, knowledge and experience are related to the job requirements.
- ❖ Additional information in support of your application should be included within the application form. If this information continues onto an additional sheet, please do not use the reverse side of the application form. Additional sheets should be marked clearly with your full name.
- ❖ Please complete the form fully in black ink or typescript so that it can be copied clearly.
- ❖ A copy of your CV is requested to provide additional information only. It should not represent the sole basis of your application, and you are very unlikely to be shortlisted if your CV is used in this way.

Completed application forms should be sent to:

Ms Vanessa Wilde
PA to the Directors
The Bobath Centre for Children with Cerebral Palsy
Bradbury House
250 East End Road
London
N2 8AU

Late applications will not be accepted. The closing date is Thursday, 30 September, 2010

If you require assistance or have any queries regarding the completion of the application form, please email Vanessa Wilde on vanessa.wilde@bobath.org.uk or ring 020 8442 2263.

APPLICATION FOR EMPLOYMENT

- This application form will be used by the Bobath Centre to assist in considering your suitability for the position for which you are applying. You may append your CV to support your application form.
- Failure to supply the information requested here could prejudice the Bobath Centre's ability to assess your suitability for the position.
- The Bobath Centre shall destroy information relating to unsuccessful applications within 6 months.

POSITION APPLIED FOR: Bobath Paediatric Physiotherapist
CLOSING DATE: 30 September 2010
WHERE DID YOU SEE THE VACANCY ADVERTISED:

CONTACT DETAILS:	
TITLE: Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	ADDRESS:
FIRST NAME:	POSTCODE:
SURNAME:	EMAIL ADDRESS:
DAYTIME TEL NO:	FAX NO:
EVENING TEL NO:	
MOBILE NO:	

QUALIFICATIONS:	Subject(s) Taken	Year & Grade Obtained
O'LEVEL / GCSE & A LEVEL (OR EQUIVALENT):		
PROFESSIONAL & FURTHER EDUCATION:		
GRADUATE AND POSTGRADUATE EDUCATION:		

You will normally be eligible to work in the UK if you are in one of the following categories (see the UK Borders Agency Website for more information):

- You are a legal national of the UK or other country in the European Economic Area (EEA) or a Swiss national
- You currently hold Tier 1 (Highly Skilled Worker) status
- You are a dependant, husband, wife or civil partner of a UK or EEA national or an individual who has an existing right to work in the UK
- You have acquired indefinite leave to remain in the UK or have a UK Ancestry visa
- You have a valid student visa. This entitles you to work on a part-time basis for the annual equivalent of up to 20 hours per week until the expiry of your visa.

Are you entitled to work in the UK without requiring permission from the UK Borders Agency? YES / NO

If you need permission, do you have an Immigration Employment Document confirming your right to work? YES / NO

YOUR NATIONAL INSURANCE NO:

QUALIFIED THERAPISTS:

Your Professional Membership or registration numbers: (e.g. HPC & CSP)

Are you registered as a practitioner with any private health insurers such as BUPA or PPP?

No Yes If yes, name of company/companies?.....

CURRENT EMPLOYMENT:

POSITION HELD:

EMPLOYER'S NAME:

ADDRESS:

EMPLOYMENT DATES: From _____ To _____

CURRENT GRADE AND SALARY:

REASON FOR LEAVING:

PREVIOUS EMPLOYMENT (your last three positions):

Employment Dates (From/to)	Position Held	Employer's Name & Address	Reason for Leaving

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION:

Please demonstrate how your skills, knowledge, experience and personal interests (which you think are relevant) meet the requirements of this post (please refer to both the job description and person specification): (You may continue on an additional sheet, if necessary).

You should enclose your curriculum vitae to provide further information, but it should not act as a substitute for the above information.

REFEREES: Please give the names and contact details of two people, one of whom must be your present employer, who we may contact for a reference.	
NAME: JOB TITLE: ORGANISATION: ADDRESS: TEL NO: EMAIL: YOUR RELATIONSHIP TO REFEREE:	NAME: JOB TITLE: ORGANISATION: ADDRESS: TEL NO: EMAIL: YOUR RELATIONSHIP TO REFEREE:
May we approach your referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach your referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

MEDICAL HISTORY:
<p>Have you had any disabilities, accidental injuries or medical conditions that may recur and affect your ability to work for the Bobath Centre in the position you have applied for? Are there any adjustments that you would require in order to carry out the job for which you are applying? (Please give details)</p> <p>Please state the number of days you have not attended work because of sickness during the last two years and the reasons why:</p>

<p>Have you been dismissed from employment which would bring into question the desirability of your employment by the Bobath Centre or in the particular position for which you have applied? (Please give details)</p> <p>Under the Rehabilitation of Offenders Act 1974 applicants are <u>not</u> entitled to withhold information about convictions. Failure to disclose such convictions can result in dismissal. Any information disclosed will be confidential. Please give information about convictions on a separate sheet. All staff will be subject to clearance checks.</p>

NOTE: Should any of the particulars furnished in answer to the above questions be found to be false within the knowledge of the candidate or should there be any willful omission or suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.

DECLARATION:
<p>I hereby declare that, to the best of my belief, the foregoing particulars are correct. I give my consent that information provided by me may be processed in accordance with the Bobath Centre's registration under the 1998 Data Protection Act.</p> <p>Signed: Date:</p>

EQUAL OPPORTUNITIES AND DIGNITY AT WORK

Policy statement

The Centre is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally.

The Centre will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability. The Centre will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability. The Centre will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with the Centre.

Employees have a duty to co-operate with the Centre to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination or harassment. Action will be taken under the Centre's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities and dignity at work statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they could be held personally liable as well as, or instead of, the Centre for any act of unlawful discrimination.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices or suspected cases of harassment. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Centre's disciplinary procedure.

Recruitment, advertising and selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. The Centre is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the Centre will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, religion or racial group;
2. Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, religion or racial group or which would exclude disabled job applicants;
3. Avoid prescribing any requirements as to marital status;
4. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular gender, sexual orientation, religion or racial group or from employees with a disability;

5. Ensure that the setting of age limits as a criterion of any specific job is justifiable.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

With disabled job applicants, the Centre will have regard to its duty to make reasonable adjustments to work arrangements or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Training and promotion

The Centre will train all line managers in the Centre's policy on equal opportunities and in helping them identify discriminatory acts or practices or acts of harassment or bullying. Line managers will be responsible for ensuring they actively promote equal opportunity within the departments for which they are responsible.

The Centre will also provide information and support to all employees to help them understand their rights and responsibilities in relation to dignity at work and what they can do to create a work environment free of bullying and harassment.

Where a promotional system is in operation, it will not be discriminatory and it will be checked from time to time to assess how it is working in practice. When a group of workers predominantly of one race, religion, sex or sexual orientation or a worker with a disability appears to be excluded from access to promotion and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

Terms of employment, benefits, facilities and services

All terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability.

Equal pay

The Centre is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Centre will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Harassment

It is against the Centre's policy for any employee, male or female, to sexually harass another employee or to harass him or her on the grounds of actual or perceived sexual orientation. It is also against the Centre's policy for any employee to harass another employee on the grounds of his or her race, colour, ethnic origin, nationality, national origin, religion or belief, age or disability. Harassment occurs where a person engages in unwanted conduct that has the purpose or effect of violating the other's dignity at work or creating an intimidating, hostile, degrading, humiliating or offensive work environment for the other person.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures. Racial harassment includes, but is not limited

to, engaging in unwelcome verbal or physical conduct of a racial nature, subjection to racist comments, and racist jokes or pictures. Harassment may comprise intentional bullying which is obvious or violent but it can also be unintentional or subtle, such as the use of nicknames or teasing. It is for the complainant to decide for him or herself what they regard as offensive.

Reporting complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Centre will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular sex, sexual orientation, religion or racial group or from employees who are disabled.

With cases of harassment, while the Centre encourages employees who believe they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, the Centre also recognises that actual or perceived power and status disparities may make such confrontation impractical.

If you wish to make a complaint of discrimination or harassment, you should follow the following steps:

1. First of all, report the incident of discrimination or harassment to your line manager. If you do not wish to speak to your line manager, you can instead speak to an alternative line manager or to a director.
2. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.
3. All allegations of discrimination or harassment will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, you will be interviewed and asked to provide a witness statement setting out the details of your complaint. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, the Centre must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation.
4. Once the investigation has been completed, you will be informed of the outcome and the Centre's conclusions.
5. The Centre is committed to taking appropriate action with respect to all complaints of discrimination or harassment that are upheld.
6. You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was both untrue and made in bad faith.

Alternatively, you may if you wish use the Centre's grievance procedure to make a complaint.

Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under the Centre's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal. In addition, line managers who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Centre's disciplinary procedure.

Monitoring equal opportunity and dignity at work

The Centre will regularly monitor the effects of selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices.

Originator: Director of Administrative Services, October 2004 (reviewed as required)

EQUAL OPPORTUNITIES MONITORING

SUPPLEMENTARY INFORMATION SHEET

The Bobath Centre is committed to an Equal Opportunities Policy to ensure that there should be no discrimination on the grounds of disability, race, culture, religious or other beliefs, colour, nationality, ethnic or national origin, gender, age, marital status or sexuality. We are asking you to fill in the details overleaf so that the Centre can monitor its performance in achieving equal opportunities.

The information will be used to examine, according to job and department, the success of applications received from all ethnic groups, women and disabled people.

With this information, the Centre will be able to assess the extent to which real equal opportunities exist and take action where necessary.

This sheet should be completed and submitted with your application form. It will be separated from your application form and the information it contains **will not** be used in deciding whether or not to invite you for interview or offer you employment.

Thank you for assisting us in this way.

Equal Opportunities Monitoring Form

1. SURNAME: _____

2. FORENAME(S): _____

3. SEX: _____

4. DATE OF BIRTH: _____

5. POST APPLIED FOR: _____

6. WHERE DID YOU FIND OUT ABOUT THIS POST? _____

7. I WOULD DESCRIBE MY ETHNIC ORIGIN AS: (Please tick appropriate box)

African/Caribbean

Asian

White (European/Other)

Other (Please specify) _____

8. DO YOU HAVE A DISABILITY? Yes No

9. DO YOU HAVE ANY PARTICULAR REQUIREMENTS TO ENABLE YOU:

- to attend interview? Yes No
- to carry out the duties of the job? Yes No

10. IF YES, PLEASE GIVE BRIEF DETAILS:
