

MinebeaMitsumi

Passion to Create Value through Difference

NMB Minebea UK Ltd. , Doddington Road, Lincoln LN6 3RA

Tel 01522 500933 Fax 01522 500975

EQUAL OPPORTUNITY MONITORING FORM

It is the policy of NMB-Minebea UK Ltd. to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and development and not to discriminate against any person because of race, colour, national origin, gender, age, marital status or disability.

We are committed to the operation of employment procedures and conditions which provide for equal opportunities. We operate a policy the aim of which is to ensure that unfair discrimination does not take place in recruitment and employment. In order to help us to monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below.

This information is confidential and does not form part of your application. This insert will be removed from your application form before any selection of the candidates takes place. The information will not be taken into account when making the appointment.

Post for Which Applying

Age	16-20 years []	31-35 years []	46-50 years []	61 & over []
	21-25 years []	36-40 years []	51-55 years []	
	26-30 years []	41-45 years []	56-60 years []	

National Insurance No

Surname

Marital Status

Forename(s)

1 Are You *Male/Female

2 Do You Have a Disability? *Yes/No (See guidance overleaf)

3 Nationality

4 To which of these groups do you consider you belong? (Tick one only)

White []	Black-Other please specify []	Bangladeshi []
Black-Caribbean []	Indian []	Chinese []
Black-African []	Pakistani []	Other-please describe []

(CRE Classification adopted December 1998)

Please state where you learned of this vacancy

* Please delete as applicable

Thank you for your co-operation

GUIDANCE FOR APPLICANTS

Information about disability/medical conditions is asked of all applicants and is requested on the Application Form to help us to meet our commitments under our Equal Opportunities Policy. This includes information about any adjustments required to the arrangements for interview. There is no legal requirement for you to provide information about your disability on this form.

After the selection decision has been made, should you be the successful candidate, any adjustments required to the working environment or to working conditions will be considered. This would be in consultation with you to enable you to carry out the duties of the post. Where you require adjustments (including aids/adaptations) a view will also be obtained from our Medical Adviser.

Under the Disability Discrimination Act 1995, a person has a disability if he/she has a physical or mental impairment that has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities:

- Physical impairment includes, for instance, a weakening of part of the body (such as eyes, ears, limbs, internal organs) caused through illness, by accident or congenitally.
- A mental impairment includes a clinically well-recognised mental illness and what is commonly known as a learning disability.
- Long term means the effect of the impairment has to have lasted, or is likely to last, overall for at least 12 months and the effect must be a detrimental one or is likely to last for the rest of the person's life.
- The person must be affected in at least one of the respects in the Act: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; or perception of the risk of physical danger. Any disability which does not have a substantial and a long term effect on one or more of them is not considered to be a disability.

Other conditions included within the definition of disability not already outlined above are:

- A recurring or fluctuating condition such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur.
- Conditions which progressively deteriorate, such as multiple sclerosis, which count as having a substantial adverse effect from the first time they have any effect at all on ability to carry out normal day-to-day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect; and
- Severe disfigurements which are treated as having substantial adverse effects on ability to carry out normal day-to-day activities, even if they have no actual effect at all.
- People registered as disabled under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996, automatically count as disabled for a further period of three years. People with a history of disability will also have protection, even if they do not now have a disability.

If you are selected you will be asked to complete a confidential medical questionnaire. You may be required to have a pre-employment medical examination before being offered employment.