



**University
Hospitals Sussex**
NHS Foundation Trust

Equal Opportunities and Protected Characteristics Guidance

Guidance for applicants

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Equal Opportunities Monitoring

We understand that the Equal Opportunities monitoring form asks you to disclose information that is personal, and that the questions can feel intrusive.

We are legally required to ask about and record 'protected characteristics' data (Equality Act 2010). The data we request help inform our policies and procedures to ensure fairness and equality of access e.g. career progression.

Any equal opportunities monitoring information you complete is held confidentially and separately to your application. Anyone involved in interviewing or deciding who to hire will not have access to this information.

Please see below for further guidance on for the relevant protected characteristics.

Disability

We are proud to be an accredited [Disability Confident \(Level 2\) Employer](#).

Under this scheme, you are guaranteed an interview if you have a disability and meet the minimum standards for the job role. There is a box you can select on your application that says you would like to be considered for an interview under these conditions.

N.B.: The Equality Act (2010) defines a disability as “a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.”

Trans and Non-Binary Applicants

The Equality Act (2010) regards transgender individuals as having the protected characteristic of 'gender reassignment'. This means it is unlawful to discriminate against someone because they are transgender. Although non-binary genders are not legally recognised in the UK, and the Act does not specifically refer to non-binary individuals, [recent case law has established legal protection for non-binary individuals](#).

We understand that it can be challenging for trans and non-binary individuals to access employment opportunities if identity documents and other resources necessary for job applications have not been updated. Below we have included some links and resources that may be helpful in supporting trans and non-binary applicants.

Resources

Deed poll: In order to provide evidence of a name change to obtain documents and other resources in your chosen name, you will need a deed poll. The Government provides [general information about deed polls](#) and [specific advice on how to create a deed poll](#).

Identification (ID): Employment checks will require you to provide ID to confirm your identity. For most trans and non-binary, the most accessible form of ID will probably be a driving license. [The Gender Identity Clinic NHS website](#) contains information on applying for a driving license and a passport. If you already have a driving licence, **It does not cost anything to change your name or gender on your driving licence**. You will have to pay a fee if you want to change your photo. The [DVLA website](#) has further information on changing your name and/or gender on your driving license.

Gender Recognition Certificate (GRC): The [Government website](#) has information on applying for a GRC, and links to other resources and organisations that may be helpful. It also provides signposting for intersex individuals, or individuals who have a variation in sexual characteristics.

His Majesty's Revenues and Customs (HMRC): In order to change your legal gender with HMRC, you will require a GRC. However, you will need to inform HMRC of any name change – guidance on how to do so can be found on the [HMRC website](#).

Disclosure and Barring Service (DBS): You may be required to undergo DBS checks as part of your employment with UHSussex. Trans and non-binary individuals who do not wish for previous name or gender information to be shown on their record can request the [confidential checking service](#). The application form itself is the same for all applicants.

Exam certificates: If you have exam certificates that require updating to your chosen name, you can contact the relevant exam board. Below are the relevant details for each exam board:

[AQA](#)

[CCEA](#)

[Pearson/EdExcel](#)

[OCR](#)

WJEC: Please email replacementcertificates@wjec.co.uk for further information.

Armed Forces:

Being a member of the Armed Forces Community is not a protected characteristic under The Equality Act (2010). However, The Armed Forces Covenant, which came into force in November 2022, places a number of duties on public bodies, including the NHS.

The Armed Forces Covenant is a promise by the nation ensuring that those who serve or have served in the Armed Forces, and their families, are treated fairly.

This means we have a duty to ensure your fair treatment, as both a patient and employee, regardless of if you or someone on whom you are dependent has or is currently serving.

For instance, as a Reservist, your line manager will do everything possible within service limits to ensure your work roster allows for you to attend your reservist training commitments.
