

Biographical Information Scale

STRICTLY CONFIDENTIAL

Your response is very important to us! Please note that no one from your organisation will see your questionnaire. A summary may be provided to your employer but no information will be released that might identify any individual. Please do not take too long over each question; we want your first reaction not a long drawn out thought process. Please do not omit any questions. This isn't a test, simply a measure of your attitudes to the factors that influence your experience at work.

Please indicate your answers by filling in the circles like this: , if you make a mistake do this:

BIOGRAPHICAL DETAILS Please remember that we will not identify you and that only summary values from 10 or more individuals will be reported to ensure confidentiality. *Please fill in the appropriate circle.*

Your Gender

- Male
Female

Your age in years

- Under 25
25 to 44
45 to 59
60 or over

How many years have you continuously worked at your organisation

- Less than 1
1 to 5
6 to 10
11 to 20
More than 20

Do you consider yourself to belong to an ethnic minority group?

- Yes
No

Do you have caring responsibilities for dependents in the following categories?

Tick all that apply

- No
Babies / young children under school age
School age children
Disabled relatives
Elderly relatives / friends
Other

What type of appointment is your current post?

- Permanent / Open ended
Non-permanent / Temporary

What are your hours of work?

- Full time
Part time / Fractional
Part time hourly paid

Approximately how many hours do you work in a typical week?

- Less than 20
20 to 40
41 to 50
51 to 60
More than 60

Do you have a disability?

- Yes
No

Approximately how many days have you been off work due to ill health in the last year?

- None
1 to 5
6 to 10
11 to 15
More than 15

YOUR WORK SITUATION

Your occupation and department allow the researcher to determine how answers to other questions are distributed across the organisation.

What is your main occupation at work?

Examples: *Manager, Teaching, Finance, Clerical, Security*

In which department or area of the organisation do you do most of your work?

Examples: *Head Office, Accounts Department, Estates Department*

YOUR CHANCE TO COMMENT

Please note that if you have a specific concern that requires action by your organisation, then you should communicate directly with them.

How could the quality of working life be improved in your organisation?