**Equality Monitoring Form**

This PDF file can be filled in using the Fill & Sign Tools. For instructions on this, please follow this [link](https://helpx.adobe.com/acrobat/using/fill-and-sign.html#fill_your_PDF_form)

Tobacco Factory Theatres works hard to ensure that people are not discriminated against. The information you give us helps us to provide fair and equal opportunities to service your needs. It also helps us to deliver a service that reflects our community. We have a legal duty to ensure that our services are fully inclusive and accessible to everyone. To make that possible, we must be aware of your different requirements.

Under the Equality Act 2010, people are protected from unlawful discrimination if they have the following protected characteristics; age, marriage and civil partnerships, race, religion and belief, sex, gender reassignment, sexual orientation, disability, pregnancy and maternity.

The information you give us will help us make adjustments based on fact, rather than assumption, and ensure that money is being spent in the correct areas.

It is sensible to feel protective or cautious about disclosing personal information, but feel assured that this information will be used for monitoring purposes only. Any data we hold will be stored separately from any data that could identify you personally.

We ask for details about sexual orientation, ethnicity, disability and age as this is in line with best practice guidance, published by the charity Stonewall and requested by funders such as Arts Council England who use it to enable a more accurate cross-referencing of the workforce across their funded organisations. We provide this data to funders anonymously. We ask for this information because we want to better show both visible and invisible diversity in our workforce.

You should tick the box Prefer Not To Say if you do not wish to give us this information.

**Age**

|  |  |
| --- | --- |
| Please indicate your answers with a | **X** |
| 0-19 years |  | 35-49 years |  | 65+ years |  |
| 20-34 years |  | 50-64 years |  | Prefer not to say |  |

**Gender**

(This is inclusive of all genders, for example female, male, agender, non-binary, genderqueer or any other)

Please complete this sentence. I would describe myself as:

|  |  |  |
| --- | --- | --- |
|  | Prefer not to say |  |

Is this the gender you were assigned at birth?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

**Ethnicity**

Please complete this sentence. I would describe myself as

|  |  |  |
| --- | --- | --- |
|  | Prefer not to say |  |

For the purposes of reporting, we would also ask that you fill in the categories below.

(Please mark with an X as appropriate - you can mark more than one)

|  |  |
| --- | --- |
| **Black** | |
| African |  |
| Caribbean |  |
| British |  |
| None of the above please specify: |  |
| **East Asian/ South East Asian** | |
| British |  |
| Chinese |  |
| Japanese |  |
| Korean |  |
| None of the above please specify: |  |
| **Middle Eastern North African** | |
| Arab |  |
| British |  |
| None of the above please specify: |  |
| **Mixed/ Mixed British** | |
| Black African & White |  |
| Black British & White |  |
| Black Carribean & White |  |
| East Asian & White |  |
| South Asian & White |  |
| None of the above please specify: |  |
| **South Asian** | |
| British |  |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| None of the above please specify: |  |
| **White** | |
| British |  |
| English |  |
| Irish |  |
| Irish Traveler |  |
| Northern Irish |  |
| Roma / Romani / Roma Traveller / Romani Traveller |  |
| Scottish |  |
| Welsh |  |
| None of the above please specify: |  |
|  | |
| If none of the above options on this form, please specify: |  |
|  | |

**Religion or Belief**

|  |  |  |  |
| --- | --- | --- | --- |
| None |  | Buddhism |  |
| Christianity |  | Sikhism |  |
| Islam |  | Other |  |
| Judaism |  | Prefer not to say |  |

**Relationship status**

|  |  |  |  |
| --- | --- | --- | --- |
| Married or Civil Partnership/ Separated |  | Single/ widowed/divorced |  |
| Live with partner/ Other |  | Prefer not to say |  |

**Sexual orientation**

Sexual Orientation (this is inclusive of all sexualities, for example lesbian, gay, bisexual, pansexual, asexual, queer, questioning, straight)

I would describe myself as:

|  |  |  |
| --- | --- | --- |
|  | Prefer not to say |  |

**Pregnancy and Maternity**

*(The Equality Act 2010 protects women who are pregnant or have given birth within a 26 week period.)*

|  |  |
| --- | --- |
| Are you known to be pregnant at this time? |  |
| Have you recently given birth? (within 26 week period) |  |
| Prefer not to say |  |

**Do you consider yourself to have a disability?**

*(The Equality Act 2010 state a person has a disability if they have a physical or mental impairment which has a long term (12 month period) or substantial adverse effects on their ability to carry out day to day activities.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

Please let us know if there are reasonable adjustments we need to consider making if you are invited to interview for this post for example access to interview rooms, alternative equipment etc

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Socio-economic Background**

(this is often defined as working class, middle class, upper class but please don’t feel limited by these definitions.)

I would describe myself as:

|  |  |  |
| --- | --- | --- |
|  | Prefer not to say |  |

**How would you travel to us?**

(Please select method used most)

|  |
| --- |
|  |
|  |

**How did you hear about this opportunity?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**We welcome any thoughts and comments regarding this form. We encourage you to be frank.**

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**To help us measure whether people from all parts of our community are receiving equal treatment, please tell us your postcode:**

\_\_\_\_\_\_\_\_\_\_

**Date form completed:**

By submitting this form to us, you acknowledge that we will process and retain your personal information. We will keep your equal opportunities form for a period of up to one year, during which the data will be anonymised and aggregated for monitoring purposes.

For further information, please read our latest privacy policy.

***Thank you for completing this form. You have contributed in helping us to provide a better environment for you and the community, to live and work in and for visitors to enjoy.***