**Equality Monitoring Form**

Tobacco Factory Theatres recognises the benefits of having a diverse community of staff, partners and artists and is committed to being an inclusive and accessible organisation where everyone is treated with respect, dignity and where there is equal opportunity for all.

We are committed to eliminating discrimination from employment and selection practices. We will take steps to ensure that employees, freelance and contracted staff and commissioned artists are selected and appointed on the basis of ability, the requirement of the job and the need to maintain an effective and efficient service.

In order to monitor our effectiveness and to comply with the obligations placed on us under equalities legislation, we need to collect and analyse the following information.

All applicants are requested to complete this equal opportunities monitoring form which will be used for monitoring purposes only.

**This information will be treated in the strictest confidence and will not be made available to the selection panel.**

**Data Protection**

The data you provide is subject to the provisions of the Data Protection Act 1998. By completing this form and returning it to Chapter, whether electronically or by hand, you are giving your explicit permission for us to process the data for equal opportunities monitoring purposes.

When your application form is received the equal opportunities monitoring form will be removed and used only by HR. This information will be held confidentially and will only be used for the purposes of equal opportunities monitoring. All data will be treated as strictly confidential.

Opportunity applied for: ……………………………………………………………………………..

Date……………………………………………………………………………………………………..

**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?**

………………………………………………………………………………………………………..

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

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

Please note;

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.

***Thank you for completing this form.***