Equal Opportunities Monitoring Form

Norfolk & Norwich Festival is committed to equality of opportunity in all selection processes with the aim of ensuring that everyone who applies receives fair treatment.

As an Arts Council England funded organisation, we are committed to providing data that contributes to analysis of recruitment within the cultural sector and help to identify areas for improvement.

The information collected will be treated in the strictest confidence and will be used only for equality monitoring.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

**Equality Act 2010**

Under the Equality Act 2010, Norfolk & Norwich Festival has a legal requirement to:

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
* Advance equality of opportunity between people who share a protected characteristic and those who do not.
* Foster good relations between people who share a protected characteristic and those who do not.

The areas covered under the Equality Act 2010 referred to as ‘protected characteristics’ are:

* Age
* Disability
* Gender reassignment
* Marriage and civil partnership
* Pregnancy and maternity
* Race
* Religion and belief
* Sex
* Sexual orientation

Under the Equality Act 2010 the protected characteristic of ‘Race’ includes colour, nationality (including citizenship) and ethnic or national origins. Norfolk & Norwich Festival also considers class/socio-economic status as an equality characteristic.

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| **Position applied for:** |  |
| **If you live in the UK, what is your full postcode?** **If you live overseas, what is your country of residence?** |  |

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| **Where did you see the advertisement or how did you hear about this opportunity?** |  |

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| **What is your sex:** | Male |  | Female |  | Intersex |  | Prefer not to say |  |
| **Is this different to your sex registered at birth?** | Yes |  | No |  | Prefer not to say |  | | |
| **How would you describe your gender identity? For example: woman, genderfluid...** | |  | | | | Prefer not to say | |  |
| **How would you describe your sexuality? For example: straight, pansexual….** | |  | | | | Prefer not to say | |  |

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| **Age last birthday:** |  |

**Disability Discrimination Act 1995**

A disability is defined as ‘A physical or mental impairment which has a substantial and long term adverse affect on a person’s ability to carry out normal day to day activities.’  Long term in this context means likely to last longer than 12 months or likely to recur.  Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

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| **Do you Identify as a D/deaf or disabled person, or have a long-term health condition?** | | | | | | | | | | |
| YES |  | | NO | |  | | Prefer not to say | |  | |
| Please indicate the length of time you have had the condition, and if you wish to provide additional information about your disability or long-term condition: | | | | | | | | | | |
|  | | | | | | | | | | |
| **Do you consider yourself to be neuro-divergent?**  [https://archive.acas.org.uk/neurodiversity](https://archive.acas.org.uk/neurodiversity#_blank) | | | | | | | | | | |
| YES | |  | | NO | |  | | Prefer not to say | |  |
| Please indicate the length of time you have had the condition, and if you wish to provide additional information about your neurodiversity: | | | | | | | | | | |
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**Diversity**

Diversity questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. For example, UK citizens can belong to any of the groups indicated.

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| **What is your ethnic group?** Please choose one option that best describes your ethnic group or background. | | | |
| **Asian/Asian British** | | **Black/Black British** | |
| Indian |  | Black African |  |
| Pakistani |  | Black Caribbean |  |
| Bangladeshi |  | Any other Black background |  |
| Chinese |  | **White** | |
| Any other Asian background |  | White British |  |
| **Mixed Background** | | White Irish |  |
| White and Black Caribbean |  | Gypsy, Roma or Irish Traveller |  |
| White and Black African |  | Any other White background |  |
| White and Asian |  | **Any other ethnic groups** |  |
| Any other Mixed background |  | Arab |  |
| **Prefer not to say** |  | Latin American |  |
| Prefer not to say |  | Any other ethnic groups |  |

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**Socio-economic Background**

An individual’s socio-economic background is [defined](https://www.open.ac.uk/equality-diversity/content/socio-economic-background) as the combination of social and economic factors that determine their success and future life prospects in relation to others. These measures include income, education, occupation and social background. Norfolk & Norwich Festival considers class/socio-economic status as an equality characteristic.

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| **Mark with a P – the occupation of the main/highest income earner in the household when you were 14?**  **Mark with a X** – **the role that aligns most closely with your current role.**  See examples of how ACE define the occupations listed below: <https://www.artscouncil.org.uk/sites/default/files/download-file/Socioeconomic_occupation_definitions_0.pdf> | | | |
| Modern Professional Occupations. *e.g teacher, social worker, artist* |  | Self-employed |  |
| Clerical and Intermediate Occupations *e.g secretary, call centre agent, clerical worker* |  | Short Term Unemployed  *Claimed jobseekers allowance or unemployment benefit for 1yr or less* |  |
| Senior Managers and Administrators *e.g finance manager, chief executive* |  | Long Term Unemployed  *Claimed jobseekers allowance or unemployment benefit for over 1yr* |  |
| Technical and Craft Occupations *e.g motor mechanic, plumber, train driver* |  | Retired |  |
| Semi-Routine Manual and Service Occupations *e.g postal worker, caretaker, receptionist* |  | Not applicable |  |
| Routine Manual and Service Occupations *e.g HGV driver, cleaner, labourer, waiter/waitress* |  | Don't know |  |
| Middle or Junior Managers *e.g office manager, warehouse manager* |  | Prefer not to say |  |
| Traditional Professional Occupations *e.g solicitor, scientist, civil engineer* |  | Other - please specify |  |

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| Please let us know if there are any reasonable adjustments we will need to consider making in order for you to attend an interview as part of the selection process, e.g. access to venues, alternative equipment, hearing loop etc. |
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| Please inform us of any reasonable adjustments to the role we would need to consider if you were appointed to the role |
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**Data Protection Act 1998**

Information from this form will be processed for the purposes registered by the Employer under the Data Protection Act 1998 and the General Data Protection Regulation ((EU) 2016/679) (“GDPR”).