

Equal Opportunities Monitoring Form

NORCA recognises that everyone has a contribution to make to our society and a right to equal opportunities. In accordance with the Equality Act 2010, the Company is committed to being an inclusive organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. No job applicant will be discriminated against by us on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation or any other grounds whether prohibited by legislation or otherwise.

Please complete this equal opportunities monitoring form and return it to us with your application. The information collected will be removed from your application before shortlisting, will be treated in the strictest confidence and will be used only for equality monitoring to ensure that we are inclusive and reaching all members of the community.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 2018 which allows for the collation and reporting of sensitive data for monitoring purposes.

How to complete this form: Please indicate your responses by putting a cross in the appropriate box.

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

Gender assigned at birth:	Male		Female		Prefer not to say	
How would you describe your gender identity? For example: female, 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:	
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Where did you see the advertisement	
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or how did you hear about this opportunity?	
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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.

What is your ethnic group? Please choose one option that best describes your ethnic group or background.			
White		Black or Black British	
English / Welsh / Scottish / Northern Irish / British		African	
Irish		Caribbean	
Gypsy or Irish Traveller		Other Black / African / Caribbean background	
Other White background		Mixed	
Asian or Asian British		White and Black Caribbean	
Indian		White and Black African	
Pakistani		White and Asian	
Bangladeshi		Other Mixed / Multiple ethnic background	
Chinese		Other	
Other Asian background		Arab	
		Prefer not to say	
		Other (please specify)	

Disability

In order to support applicants with disabilities in the selection process we ask them to declare if they have a disability and, if so, what support we can provide.

Under the Equality Act 2010 a disability is defined as ‘a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily 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.

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>

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:

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.

Please inform us of any reasonable adjustments to the role we would need to consider if you were appointed to the role

Data Protection Act 2018

Information from this form will be processed for the purposes registered by the Employer under the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). A copy of our Data Protection Policy can be found here: <https://www.norfolkcommunityarts.org.uk/policies/> and our Privacy Policy can be found here: <https://www.norfolkcommunityarts.org.uk/privacy-policy/>.

Application and Recruitment Process

Please email your completed Equal Opportunities Monitoring Form with your job application (CV and covering letter) to clare@norfolkcommunityarts.org.uk.