

Equal Opportunities Monitoring Form

The Almeida is an equal opportunities employer and we strive towards reflecting the diversity of UK society in everything we do. As part of our annual reporting to Arts Council England, we are asked to provide data about the people we employ and work with each year. All of the questions on this form are optional.

By completing this form you will help us allow for the collation and reporting of data for monitoring purposes, help us ensure that our organisation and its work is meeting our aims around diversity and monitor recruitment processes,.

It is treated as sensitive data and anonymised at source.

ROLE: **Executive Assistant** _____

1. **What is your name?**

2. **Please tell us how you found out about this job and which site brought you to The Almeida Website?**
(e.g. Creative Access, Twitter, Arts Jobs)

3. **If you chose Social Media, can you tell us which webpage you saw it on?** (e.g. Almeida, Almeida Participate, Talk2Dan)

4. **Which of the following best describes your gender identity?**

- ☐ Female ☐ Male ☐ Non-Binary (e.g. androgyne) ☐ Prefer not to say
☐ Prefer to self-describe:

5. **Do you identify with the gender you were assigned at birth?**

- ☐ Yes ☐ No ☐ Prefer not to say

6. **What is your sexual orientation?**

- | | |
|------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Asexual | <input type="checkbox"/> Gay Woman/Lesbian |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Heterosexual/Straight |
| <input type="checkbox"/> Gay man | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Pansexual | <input type="checkbox"/> Questioning |
| <input type="checkbox"/> Queer | <input type="checkbox"/> Prefer to self-describe: |

7. **Which age range do you fall into?**

- ☐ 0–19 ☐ 20–34 ☐ 35–49 ☐ 50–64 ☐ 65+ ☐ Prefer not to say

8. **How would you describe your ethnic origin?**

White

- ☐ English/Welsh/Scottish/Northern Irish/British
☐ Irish
☐ Gypsy or Irish Traveller

Mixed/Multiple ethnicity

- ☐ White and Black African
☐ White and Black Caribbean
☐ White and Asian

ALMEIDA THEATRE

- ☐ Any other White Background:
(Please Specify)

ENTER TEXT HERE

- ☐ Any other mixed/multiple ethnic background
(Please Specify)

ENTER TEXT HERE

Asian/Asian British

- ☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Chinese
☐ Any other Asian background
(Please Specify)

ENTER TEXT HERE

Black/African/Caribbean/Black British

- ☐ African
☐ Caribbean
☐ Any other Black/African/Caribbean background
(Please Specify)

ENTER TEXT HERE

Other Ethnicity

- ☐ Arab
☐ Prefer not to say
☐ Any other Ethnic Group

(Please Specify)

ENTER TEXT HERE

9. Do you consider yourself to have a disability?

- ☐ Yes ☐ No ☐ Prefer not to say

If you answered yes, and are happy to tell us, which of the following would you use to describe your disability?

- ☐ Neuro Diverse ☐ Visual impairment / Blind
☐ Hearing impairment / Deaf ☐ Physical disability
☐ Cognitive or learning disability ☐ Mental health condition
☐ Other long term/chronic condition ☐ Prefer not to say
☐ Prefer to self-describe: _____

10. Do you have caring responsibilities?

- ☐ Yes ☐ No ☐ Prefer not to say

If you answered yes, and are happy to tell us, which of the following would you use to describe your caring responsibilities?

- ☐ Primary carer of older person ☐ Primary carer of disabled adult (18 and over)
☐ Primary carer of a child/children (under 18) ☐ Secondary carer
☐ Primary carer of disabled child/children ☐ Prefer not to say

11. Our organisation is committed to ensuring everyone has the opportunity to succeed. Research shows that someone's socio-economic background can sometimes disadvantage them in the workplace. We want to understand more about this issue so that we can remove any barriers, open up opportunities and ensure we are making full use of the talent available.

ALMEIDA THEATRE

Thinking back to when you were aged 14, which best describes the sort of work the main/highest income earner in your household did in their main job?

- ☐ **Modern Professional** *E.G. Teacher/Lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer.*
- ☐ **Clerical and Intermediate** *E.G. Secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse.*
- ☐ **Senior Manager or Administrator** *E.G. Usually responsible for planning, organising and co-ordinating work for finance such as finance managers, chief executive etc.*
- ☐ **Technical and Craft** *E.G. Motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver.*
- ☐ **Semi-Routine Manual and Service** *E.G. Postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant.*
- ☐ **Routine Manual and Service** *E.G. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff.*
- ☐ **Middle or Junior Manager** *E.G. Office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican.*
- ☐ **Traditional Professional** *E.G. Solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer.*
- ☐ **Unemployed – Short-Term**
- ☐ **Unemployed – Long-Term**
- ☐ **Retired**
- ☐ **I don't know**
- ☐ **Not applicable**
- ☐ **Prefer not to say**
- ☐ **Other (please specify)**

12. How would you describe your socio-economic background? (e.g. working-class, middle-class, etc.)
