

Strictly Confidential



Equal Opportunities Monitoring Form

For Office Use
App.No.: _____

This form must be completed and returned along with your application form. However, where you would prefer not to answer a particular question, you can tick the relevant box in order to indicate this. The data collected in this form will be used only to enable Leicester Drama Society to:

- 1. Review and report on the effectiveness of its equal opportunities policies, and**
- 2. Make reasonable adjustments that are required in order to ensure that candidates with disabilities can compete with all other candidates on equal terms.**

The information provided on this form will be treated in the strictest confidence and held securely. It will only be released on a need to know basis. The only information from this form that will be passed to the short-listing or interviewing panel will be any essential information that you have provided about the adjustments that you may require if you have a disability.

Leicester Drama Society is committed to promoting equality of opportunity. It will seek to ensure that all job applicants and employees are treated fairly, with respect and without bias at all times.

If you have a disability, we ask you to tell us about any adjustments that you would wish to be made to the selection or interview process in light of your disability. In order to make such adjustments we may need to pass this information onto others (for example, the selection panel).

**Leicester Drama
Society Limited**

The Little Theatre,
Dover Street, Leicester,
LE1 6PW

Registered in England,
Company No.268828

Registered Charity
No.214249

For each question on this form, you should only tick one box (except for question 6 which is divided into five different sections)

1. Gender Identity

1.1 How would you describe your gender?

Female ☐

Male ☐

Non-binary ☐

1.2 Do you / have you ever identified as Transgender?

Yes ☐

No ☐

I prefer not to answer this question ☐

2. Ethnic Group

What is your ethnic group?

For this question, please choose one section from A to E and then tick the appropriate box in that section in order to indicate your ethnic group. If you prefer not to answer this question, please tick the box in section F.

2.a White

British ☐

Any other White background -
Please specify ☐

2.b Mixed ☐

2c. Asian

Indian ☐

Pakistani ☐

Bangladeshi ☐

Chinese ☐

Other Asian background –
Please specify ☐

2.d Black

Caribbean ☐

African ☐

Other Black background –
Please specify ☐

2.e Other ethnic group

Any other ethnic background –
Please specify: ☐

2.f I prefer not to answer this question ☐

3. Age

What is your date of birth?

Please specify your date of birth. LDS operates a retirement policy with a fixed retirement age of 65. This information will not be given to the selection panel.

4. Religion

What is your religion or belief?

- | | |
|--|--------------------------|
| None | <input type="checkbox"/> |
| Christian –
<i>Please specify:</i> | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> |
| Jewish | <input type="checkbox"/> |
| Muslim | <input type="checkbox"/> |
| Sikh | <input type="checkbox"/> |
| Other religion –
<i>Please specify:</i> | <input type="checkbox"/> |
| I prefer not to answer this question | <input type="checkbox"/> |

5. Sexual Orientation

How would you describe your sexual orientation?

- | | |
|--------------------------------------|--------------------------|
| Heterosexual | <input type="checkbox"/> |
| Gay | <input type="checkbox"/> |
| Lesbian | <input type="checkbox"/> |
| Bisexual | <input type="checkbox"/> |
| Other –
<i>Please specify:</i> | <input type="checkbox"/> |
| I prefer not to answer this question | <input type="checkbox"/> |

6. Disability

This Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

6.a Do you consider that you have a disability?

No

☐

If you have ticked this, you should not answer any more of the questions on this form

Yes

☐

I prefer not to answer this question

☐

6.b Leicester Drama Society is committed to interviewing all applicants who have a disability and who also meet the criteria specified for the post in the Job Description and Person Specification.

Please tick this box if you have a disability and wish to be considered under this arrangement

☐

6.c Leicester Drama Society also wishes to ensure that disabled people are able to compete during the recruitment and selection process on equal terms. We will therefore make any reasonable adjustments necessary to this process to make this possible. To ensure that reasonable adjustments can be made, we would be grateful if you could complete the following questions:

(i) If you think that your disability may have had an effect upon your ability to complete the job application form, please tell us here what effect it may have had:

(ii) Please tell us the nature of your disability and what impact, if any, your disability may have on you during the interview process (if you are asked to attend an interview for this post).

(iii) Please tell us about any adjustments which you would wish to be made to the interview process in light of your disability. (If you do not require any such adjustments, please state ‘None’.)

The information you have provided in the questions above will not count against you, but will help us to consider ways in which we can reasonably accommodate your needs.

We are also committed to making all reasonable adjustments to enable our employees with disabilities to carry out their duties effectively. If you are successful in being appointed to this post, we will give you an opportunity to inform us of any such adjustments that you may require before you take up the post. All members of staff employed by Leicester Drama Society are also very welcome to discuss such adjustments with their line manager at any time during their employment in our organisation.

Thank you for your co-operation in completing this form. You should now send it to us together with your completed application form