

## Equal Opportunities & Diversity Monitoring Form

National Centre for Writing wishes to collect data on our recruitment process to monitor our engagement with all sections of the community to ensure that all vacancies are open to full and fair competition. Completion of this form is voluntary.

**All data is for monitoring purposes only and is fully confidential. If you choose not to complete any part of the form it will not affect the selection process. All data is separated from the application documents before applications are considered and short-listed.**

Please take a moment to complete the following details:

### Where did you hear of the vacancy?

National Press

Local Press

NCW website

Other website

Name of other website.....

Direct mail/email from NCW

Direct email from arts/jobs org

Name of organisation .....

Direct approach by recruiter

Word of mouth

NCW social media (Twitter, Facebook, Instagram)

Other.....

### Personal details

Post applied for: .....

### Your age: (Please tick one box)

16-25

26-35

36-45

46-55

56-65

66+

Prefer not to say

**What gender do you define yourself as? (Please tick one box)**

- Female
- Male
- Trans man
- Trans woman
- Non-Binary
- Prefer to self-describe: .....
- Prefer not to say

**Where do you currently live? (Please tick one box)**

- England
- Northern Ireland
- Wales
- Scotland
- Europe
- Rest of the World

**If England, which region? (Please tick one box)**

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> East of England | <input type="checkbox"/> Northeast |
| <input type="checkbox"/> East Midlands   | <input type="checkbox"/> Southeast |
| <input type="checkbox"/> West Midlands   | <input type="checkbox"/> Southwest |
| <input type="checkbox"/> London          | <input type="checkbox"/> Yorkshire |
| <input type="checkbox"/> Northwest       |                                    |

**What is your ethnicity?**

**Asian/ Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

**Black / Black British**

- African
- Caribbean
- Any other Black Background

**Mixed or Multiple ethnicities**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

**Mixed or Multiple ethnicities**

- White and Black Caribbean
- White and Black African

- White and Asian
- Any other mixed background

**Other Ethnic Group**

- Arab
- Latin American
- Any other ethnic group
- Prefer to self-describe: .....
- Prefer not to say

**White**

- English
- Scottish
- Welsh
- Northern Irish
- Gypsy or Irish Traveller
- Irish
- Any other White background

**Disability**

The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to perform normal day to day activities. It also covers people who have been diagnosed with HIV, cancer, or multiple sclerosis.

**Does the definition above apply to you?** (Please tick one box)

- Yes
- No
- Prefer not to say

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

- Modern professional occupations such as: teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer Clerical and intermediate occupations such as: secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse
- Senior managers and administrators usually responsible for planning, organising and co-ordinating work and for finance such as: finance manager, chief executive
- Technical and craft occupations such as: motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver
- Semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant

- Routine manual and service occupations such as: HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter / waitress, bar staff
- Middle or junior managers such as: office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican
- Traditional professional occupations such as: accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer
- Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)
- Retired
- Not applicable
- Don't know
- Prefer not to say

**Which type of school did you attend for the most time between the ages of 11 and 16?**

- A state-run or state-funded school
- Independent or fee-paying school
- Independent or fee-paying school, where I received a means tested bursary covering 90% or more of the total cost of attending throughout my time there
- Attended school outside the UK
- I don't know
- I prefer not to say

**Final Check**

Before you send off your completed application to us, please check you have complied with the following requirements:

- Completed Application Form**
- Completed Equal Opportunities and Diversity Monitoring form**
- Complete CV**
- Personal Statement**

Send your application form, CV and equal opportunities monitoring form, and personal statement by email to Amanda Salmon, Head of Operations and Commercial at [amanda@nationalcentreforwriting.org.uk](mailto:amanda@nationalcentreforwriting.org.uk)