



## **EQUALITY AND DIVERSITY MONITORING**

MLF would be grateful if you could complete and return this form with your application.

The information you have supplied will be kept confidentially and for monitoring purposes only.

We want to make MLF as inclusive as possible for everyone who works with us, regardless of their sexual orientation, their ethnicity, their trans status, gender or any disability. By learning more about the people we work with, we can take steps to make sure everyone is being treated fairly and feels like they work in a safe environment.

Thank you for completing this form.

***Please choose and tick one option from each of the sections listed below.***

### **A. YOUR GENDER**

- Male (including female to male trans men)
- Female (including male to female trans women)
- Non-binary (for example, androgyne)
- Prefer not to say

Is your gender identity the same as the gender you were assigned at birth?

- Yes
- No
- Prefer not to say

### **B. YOUR AGE**

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

**C. YOUR DISABILITY**

The Equality Act 2010 protects disabled people. This defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (ie. has lasted or is expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the Equality Act?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If Yes, please specify:

<input type="checkbox"/>	Learning Disability
<input type="checkbox"/>	Visual Impairment
<input type="checkbox"/>	Mental Health Condition
<input type="checkbox"/>	Hearing Impairment
<input type="checkbox"/>	Long-standing illness or health condition
<input type="checkbox"/>	Physical Impairment
<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	Other, e.g. Disfigurement, Speech Impairment: .....

.....

.....

.....

**D. YOUR ACCESS REQUIREMENTS**

Do you have any access requirements, whether you are or are not classed with a disability according to the terms given in the Equality Act?

.....

.....

.....

.....

**Please note:** MLF’s offices are located on the third floor and are accessible by lift

**E. SEXUAL ORIENTATION**

<input type="checkbox"/>	Heterosexual
<input type="checkbox"/>	Gay Woman/Lesbian
<input type="checkbox"/>	Gay Man
<input type="checkbox"/>	Bisexual
<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	Prefer to self-describe: .....

.....

**F. YOUR ETHNIC GROUP**

These are based on the Census 2011 categories, and are listed alphabetically

<input type="checkbox"/>	Arab	<input type="checkbox"/>	Mixed - Black Caribbean & White
<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Other Asian background
<input type="checkbox"/>	Asian or Asian British - Chinese	<input type="checkbox"/>	Other Black background
<input type="checkbox"/>	Asian or Asian British - Indian	<input type="checkbox"/>	Other Ethnic background
<input type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>	Other Mixed background
<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>	Other White background
<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>	White - British
<input type="checkbox"/>	Mixed - Asian and White	<input type="checkbox"/>	White - Gypsy or Irish Traveller
<input type="checkbox"/>	Mixed - Black African and White	<input type="checkbox"/>	Prefer not to answer

Please specify if you wish: .....

.....

**G. YOUR POSTCODE**

Please give the first half of your postcode: .....

**H. HOW DID YOU LEARN OF THIS OPPORTUNITY?**

<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Manchester Literature Festival website
<input type="checkbox"/>	Manchester Literature Festival Social Media
<input type="checkbox"/>	Other Social Media
<input type="checkbox"/>	Third Sector website
<input type="checkbox"/>	Arts Jobs
<input type="checkbox"/>	Other – please specify: .....

.....

.....

---

**Manchester Literature Festival**

The Department Store  
5 Oak Street  
Manchester  
M4 5JD

Company Registration No. 4369668  
Charity Registration No. 1121276