



**SCOTTISH NATIONAL JAZZ ORCHESTRA**  
**Est. 1995**

EQUALITIES and DIVERSITY  
MONITORING FORM

**The Scottish National Jazz Orchestra** wants to ensure that in all areas, it strives to meet the aims and commitments set out in its equality and diversity policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in order to encourage equality and diversity within the organisation.

The SNJO are committed to ensuring that all job applicants and staff are treated equally, without discrimination on the grounds of gender, sexual orientation, partner status, gender re-assignment, race, colour, nationality, ethnicity, religion or belief, disability or age.

This form is intended to help the SNJO/TSYJO maintain equal opportunities best practice and identify barriers to workforce equality and diversity. The organisation needs your help and co-operation to enable it to do this. Please note that filling in this form is **voluntary**.

If willing, please complete this form and return it along with your application. The form is anonymous and will be separated from your application on receipt and the information will play *no* part in the recruitment process. The data will **ONLY** be used for monitoring purposes and once recorded for statistics, the form will be destroyed.

Please put the completed form in an envelope marked 'Strictly confidential' and return along with your application form and CV to

**The Orchestra Manager, 25 Dreghorn Loan, Edinburgh, EH13 0DF**

**NB: Closing date for applications, whether by email or post, is 5pm on Wednesday 4th March**

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## EQUALITIES AND DIVERSITY SURVEY

*Please answer all questions you feel comfortable with and tick all boxes that apply*

### Question 1: Where did you hear about this job?

SNJO Website  Social Media  Creative Scotland   
Industry Website  Friend/word of Mouth  Other

### Question 2: Current Work Pattern?

Full-time  Part-time  Prefer not to Say  Employed  Freelance

### Question 3: Gender?

Female  Male  Other  Prefer not to Say

### Question 4: Sexual Orientation?

Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say

If you prefer to use your own term, please specify here:

If you are lesbian, gay or bisexual, are you open about your sexual orientation?

Yes  No  Partially  Please elaborate:

### Question 5: Religion or Beliefs?

None  Buddhist  Christian  Hindu  Muslim  Jewish  Other

### Question 6: Ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive that you belong. Please tick the appropriate box:

#### White

English  Irish  N. Irish  Scottish  Welsh  British   
Gypsy / Irish Traveler  Prefer not to say  Other white background, please add:

#### Mixed / Multiple Ethnic Groups

White & Black Caribbean  White & Black African  White & Asian   
Prefer not to say  Other mixed background, please add:

#### Asian / Asian British

Indian  Pakistani  Bangladeshi  Chinese  Japanese   
Prefer not to say  Other Asian background, please add:

#### Black / African / Caribbean / British

African  Caribbean  British  Prefer not to say   
Any other Black/African/Caribbean background, please write in:

#### Other ethnic groups

Arabic  Prefer not to say  Any other ethnic group, please write in:

### Question 7: Disability?

The Equality Act 2010 defines a 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. An effect is considered long-term if it has lasted, or is likely to last, more than 12 months."*

#### Do you consider that you have a disability under the equality Act?

Yes  No  Prefer not to say

#### If Yes, what is the impact of your disability on your ability to give your best at work?

Please write in here:

NB This information about disability is only for monitoring purposes but if you believe you may need a 'reasonable adjustment', at an interview, then please do discuss this with the manager running the recruitment process if you are offered a job interview.

### Question 8: Caring Responsibilities?

None  Prefer not to say  Primary care for a Child/children (under 18)   
Primary care for either: Disabled child/children  or for a Disabled Adult (over 18)   
Primary care for an older person  Secondary carer (others provide main care)

Thank you for completing this form.