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| **APPLICATION FORM** |  |

Please complete all sections of this application form and ensure it is signed by you and return to [lynn.caney@swindondance.org.uk](mailto:lynn.caney@swindondance.org.uk).

**Post Applied For: Part Time Customer Service Assistant**

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| **A. PERSONAL DETAILS** |
| Surname: Forenames: |
| Your address:  Home Tel:  Work / Daytime Tel:  Mobile No:  Email Address: |
| Where did you hear about this vacancy? |

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| **B. CURRENT EMPLOYMENT** | | | | |
| Details of current / last employer (or contract if freelance) – if any:  Employer:  Address:  Start Date: End date, if relevant:  Position:  Duties:  Current Salary:  Reason for leaving: | | | | |
| **C: PREVIOUS EMPLOYMENT**  Please detail all professional and voluntary roles and explain any gaps in your employment record. | | | | |
| **Dates** | **Employer** | | **Position and Main Duties:** | |
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| **D: RELEVANT EDUCATION AND TRAINING**. | | | | |
| **Date** | | **Details** | | **Qualifications (if any) obtained** |

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| **E: PROFESSIONAL QUALIFICATIONS AND MEMBERSHIPS** | | |
| **Date** | **Details** | **Qualifications, where applicable** |

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| **F: SKILLS, KNOWLEDGE AND EXPERIENCE** |
| Please refer to the Job Description and Person Specification to tell us why you think you are a suitable candidate for this post and what skills, knowledge, qualities and experience you can bring to Swindon Dance. Please continue on an additional piece of paper if necessary. |
| Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? Yes 🞏 No 🞏  **If YES please provide details, if necessary continue on a separate sheet** |
| If applying for a position which involves working with children or vulnerable adults ALL convictions/cautions must be declared (regardless of whether deemed as spent)  Yes 🞏 No 🞏 **If YES please provide details, if necessary continue on a separate sheet**  *Failure to declare convictions/cautions may result in cancellation of any job offer.* |

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| **G. REFERENCES** |
| Please complete details for two referees who can comment on your work performance. One should be from your present or most recent employment and the other from a previous job within the last 5 years.  Do we have permission to contact your last employer prior to job offer? Yes 🞏 No 🞏  **Referee 1. Referee 2**  Name: ……………………………………………. Name: ……………………………………….  Position: …………………………………………. Position: ……………………………………..  Organisation: …………………………………… Organisation: ………………………………..  Address: ………………………………………… Address: ……………………………………..  …………………………………………………… …………………………………………………  …………………………………………………… …………………………………………………  Telephone: ………………….…………………. …………………………………………………  Email: …………………………………………… ………………………………………………… |

**SIGNED: ……………………………………………………………. DATE: ……………..………**

**Swindon Dance is committed to the application of equal opportunities principles in all its practices regarding the recruitment of staff.**

**Swindon Dance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

Please return to [lynn.caney@swindondance.org.uk](mailto:lynn.caney@swindondance.org.uk), Lynn Caney, Reception Manager, Swindon Dance, Regent Circus, Swindon, SN1 1QF