

**APPLICATION FORM**

Please complete all sections of this form and return to [**helen.ganberg@swindondance.org.uk**](mailto:helen.ganberg@swindondance.org.uk)

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| --- |
| 1. Post applied for: |
| 2. Surname: Forenames: |
| 3. Your address:  Home Tel:  Work /Daytime Tel:  Email Address: |
| 4. Where did you hear about this vacancy? |

|  |
| --- |
| 5. Please refer to the Job Description and personal specification to tell us why you think you are a suitable candidate for this post and what skills, qualities and experiences you can bring to Swindon Dance. Please continue on an additional piece of paper if necessary. |
| 6. 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: |

|  |  |  |
| --- | --- | --- |
| 7. Previous Employment: | | |
| **Dates** | **Employer** | **Position and Main Duties:** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 8. Relevant Education and training: | | |
| **Date** | **Details** | **Qualifications (if any) obtained** |

|  |  |  |
| --- | --- | --- |
| 9. Professional Qualifications and memberships: | | |
| **Date** | **Details** | **Qualifications, where applicable** |

|  |
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| 10. Please list two people whom we may approach for professional reference, one of these should be your current employer, (if applicable):  1. Name: 2. Name:  Position: Position:  Address: Address:    Tel: Tel:   Are we able to approach these referees prior to interview: YES / NO\*    \*Please delete as applicable |
| 11. If appointed, when would you be able to start work? |

|  |
| --- |
| Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? Yes o No o  **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 o No o **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.* |

**SIGNED: DATE:**

**All offers of employment at Swindon Dance are subject to two written references and an enhanced DBS check.**

**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.**

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

**CLOSING DATE: Midday Tuesday 29th September 2020**

**Please return to:** [**helen.ganberg@swindondance.org.uk**](mailto:helen.ganberg@swindondance.org.uk)

**EQUAL OPPORTUNITIES MONITORING FORM**

We are committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability or age. So that we can monitor the implementation of our policy please complete the form below.

This will be removed from the application and will not be submitted to the interview panel or used for selection purposes.

|  |  |
| --- | --- |
| Full Name |  |

**Age range**

□ 17-24 □ 25-34 □ 35-44 □ 45-54 □ 55-64

□ 65+

**Gender**

□ Male □ Female

**Ethnic Background**

Which is your ethnic group? Choose ONE section from A to E, then mark the appropriate box to indicate your cultural background.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **White** |  | **B** | **Mixed** |  | **C** | **Asian or Asian British** |  |
|  | White British | 🗆 |  | Mixed White and Black Caribbean | 🗆 |  | Indian | 🗆 |
|  | White Irish | 🗆 |  | Mixed White and Black African | 🗆 |  | Pakistani | 🗆 |
|  | Any other White background | 🗆 |  | Mixed White and Asian | 🗆 |  | Bangladeshi | 🗆 |
|  |  |  |  | Any other Mixed background | 🗆 |  | Any other Asian background | 🗆 |
| **D** | **Black or Black British** |  | **E** | **Chinese or other ethnic group** |  |  |  |  |
|  | Black or Black British Caribbean | 🗆 |  | Chinese | 🗆 |  |  |  |
|  | Black or Black British African | 🗆 |  | Any other ethnic group *(Please specify below)* | 🗆 |  |  |  |
|  | Any other Black background | 🗆 |  |  |  |  |  |  |

**Disability**

The Disability Discrimination Act defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

|  |  |
| --- | --- |
| Do you consider that you have a disability? | *(Please tick)* 🗆 Yes 🗆 No |
| If you have answered ‘Yes’, please state the nature of the disability. Would you need any adjustments to be made to study for and undertake this qualification? Please provide details below. | |

**Other**

|  |  |  |  |
| --- | --- | --- | --- |
| Religion |  | Sexual Orientation |  |

|  |  |
| --- | --- |
| Date *(DD/MM/YY)* |  |



Your details will be securely stored on file and on computer so we can contact you about the course/activity you have enrolled for.  All information given will be treated as confidential and will only be used for the purpose for which you have provided it.  Medical information may be shared with tutors and your mentor to ensure your safety. To see the full Privacy Policy go to <https://www.swindondance.org.uk/about-us/>

**Please return with your completed form to:** [**helen.ganberg@swindondance.org.uk**](mailto:helen.ganberg@swindondance.org.uk)