

*Enriching lives through dance*

**APPLICATION FORM**

Please complete all sections of this form and return to the person specified in the job information/advertisement by specified closing date.

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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? |

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| --- |
| 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:** |
|  |  |  |

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

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| 9. Any professional qualifications and memberships or personal qualities or experiences you feel are relevant to this role: |

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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? |

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| 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.**

Please return to Sarah Fletcher, [Sarah.Fletcher@swindondance.org.uk](mailto:Sarah.Fletcher@swindondance.org.uk)

**Closing date: Applications will be considered on receipt**

### EQUAL OPPORTUNITIES

Swindon Dance is committed to a policy of equality of opportunity in employment and to taking action to avoid discrimination within the organisation. All applicants are considered only on the information given in application regarding their ability to undertake the job for which they are applying.

This information is used for monitoring purposes only and is removed from the application prior to the short-listing process.

**Please tick the appropriate box:**

**Gender**

☐ Male ☐ Female ☐ non-Binary ☐ Prefer not to Say

**Sexual Orientation**

☐ Bisexual ☐ Gay Man ☐ Gay Woman/Lesbian ☐ Heterosexual/Straight

☐ Queer ☐ Prefer not to say

**Age range**

□ Under 16 □ 17-24 □ 25-34 □ 35-44

□ 45-54 □ 55-64 □ 65+

**Ethnic Origin**

**White**

□ British □ Irish □ Irish Traveller □ European

□Other: Please write in:

## Asian or Asian British

□ Indian □ Bangladeshi □ Pakistani □ Chinese

□ Other: Please write in:

## Black or Black British

□ Black Caribbean □ Black African

□ Other: Please write in:

## Mixed

□ White & Black Caribbean □ White & Black African □ White & Asian

□ Other: Please write in:

## Other Ethnic Group

☐Other ☐ Arab ☐ Roma/Romani ☐ Prefer not to Say

□ Other: Please write in:

## Do you consider yourself to be a disabled person?

## □ Yes □ No

Please note: If you have answered yes to this question, and you require any adjustments to be made for you participate fully in our recruitment process, please ensure you have indicated these in your application or on am additional sheet, so we can accommodate your needs.

If you prefer not to tick one or all the gender, age or ethnicity boxes above, please describe yourself here:

### Socio-economic background

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 occupation i.e., teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer

☐ Clerical and intermediate occupations i.e., secretary, personal assistant, clerical worker, call centre agent, nursery nurse

☐ Senior managers or administrators i.e., (usually responsible for planning, organising and coordinating work and for finance) such as: finance manager, chief executive

☐ Technical and craft occupations i.e., motor mechanic, plumber, printer, electrician, gardener, train driver

☐ Semi-routine manual and service occupations i.e., postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant

☐ Routine manual and service occupations i.e., HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff

☐ Middle or junior managers i.e., office manager, retail manager, bank manager, restaurant manager, warehouse manager

☐ Traditional professional occupations i.e., accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer

☐ Long term unemployed i.e., claimed Jobseekers Allowance or earlier unemployment benefit for more than a year

☐ Retired

☐ Non applicable

☐ I don’t know

☐ I prefer not to say

### Thank you for your time and assistance in completing this form