****

**Applicant No:**

*(Office use)*

**EMPLOYMENT APPLICATION FORM**

**THE ROLE**

|  |  |
| --- | --- |
| Role for which you are applying for: |  |
| Closing date: |  |

**SECTION 1 – PERSONAL DETAILS**

Please complete this section in **BLOCK CAPITALS.**

|  |  |
| --- | --- |
| **Title:** Mx/Mr/Mrs/Ms/Miss |  |
| **Surname:** |  |
| **Forename:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone and/or mobile number:** |  |
| **E-mail address:** |  |
| **National insurance number:** |  |

**EQUALITY AND DIVERSITY**

Dance City seeks to attract applicants from all sections of the community and is committed to applying its equality policy at all stages of recruitment and selection.

**SECTION 1** is used for recording personal details.

**SECTION 2** is used only for equality monitoring purposes and to ensure that any adjustments for attending interviews are made where practicable. All applicants are considered solely on their merits.

**SECTION 3** this information will be used in the shortlisting process. This is to result in the selection of the most suitable person for the job in terms of experience, abilities, and qualifications.

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**SECTION 2 – EQUALITY MONITORING INFORMATION**

**Please complete Dance City’s Equality Monitoring Form and submit with your completed application form.**

**Equality Monitoring Form – why we are asking for this information**

We ask questions about ethnicity, sexual orientation and your trans status[[1]](#footnote-1). This information will only be seen by Dance City’s HR Coordinator. It will be seen separately to your application form and will not be used to identify you. It will not be seen by anyone involved in interviewing or shortlisting, and it will not be used against you.

The information you provide will help us to ensure we as an organisation are as inclusive as possible.

**UNDERSTANDING OUR EMPLOYEES**

We seek to understand those whom we employ better. We gather statistical information to understand the different groups of people who work at Dance City. We do not ask questions to pinpoint individuals. We strive to ensure a safe, inclusive, and fair workplace that meets the needs of our employees.

**WE KEEP YOUR INFORMATION SAFE**

Dance City abides by strict laws to store your information securely and responsibly. Your answers are confidential and will never be used to identify you. We explain how we use the information you give us to continually improve our organisation.

**YOU CAN HELP US TO BECOME MORE INCLUSIVE**

We want to make Dance City as inclusive as possible for all our employees. By learning more about the different people who work here we can make sure we are creating a safe, inclusive, and fair workplace.

**DISCLOSURE AND BARRING SERVICE**

Dance City uses the Disclosure & Barring Service to assess applicant’s suitability for positions of trust. A request for information may be made in the event of a successful application (depending on the post applied for). A criminal record will not necessarily be a bar to obtaining a position.

**ACCESSIBILITY**

Dance City is fully accessible, and our facilities include:

* Accessible parking on the ground level of Grainger Town Multi storey car park
* Level access to the Dance City building
* Lift access between all levels of the building
* Accessible toilets, showers and changing rooms
* Induction loop at the Ticket Office

If you require any reasonable adjustments for interview, please do not hesitate to contact Philippa McArdle, HR Coordinator: philippa.mcardle@dancecity.co.uk.

**APPLICANT DECLARATION**

Please read the following declaration carefully before signing.

|  |
| --- |
| I certify that the information provided within this application form is true and accurate.I understand that if I have provided any false information on this form, this may render an offer of employment invalid.I have completed the Equal Monitoring form and returned it Dance City with my application form.I confirm that I am eligible to work in the United Kingdom and will provide the necessary documents to prove this if requested. |
| **Signed:****(typed signature accepted for emailed applications)** | **Date:** |

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**SECTION 3 – YOUR APPLICATION**

Only the information supplied in this section will be used in the shortlisting process.

**CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Name of employer:** |  |
| **Address:** |  |
| **Job title:** |  |
| **Level of responsibility:** |  |
| **Salary** **[ ]  Hourly wage** **[ ]  £**  |
| **From:**  |  | **To:** |  | **Current** **[ ]**  |
| **Brief description of duties and responsibilities:** |
|  |
| **Notice period:** |  |
| **Reason for leaving/wishing to leave:** |
|  |

**REFEREES**

Please provide two professional referees, references may be taken up before interviews unless you specify to the contrary.

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name: |  | Name: |  |
| Job title: |  | Job title: |  |
| Company: |  | Company |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Consent for Dance City to contact referees prior to interview? Yes [ ]  No [ ]  |

**PREVIOUS EMPLOYMENT**

Please start with the most recent position and continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| **Job Title** |  |
| Employer Name & Address |  |
| Dates from / to |  |
| Brief outline of duties |  |
| Reason for leaving |  |
|  |  |
| **Job Title** |  |
| Employer Name & Address |  |
| Dates from / to |  |
| Brief outline of duties |  |
| Reason for leaving |  |
|  |  |
| **Job Title** |  |
| Employer Name & Address |  |
| Dates from / to |  |
| Brief outline of duties |  |
| Reason for leaving |  |
|  |  |
| **Job Title** |  |
| Employer Name & Address |  |
| Dates from / to |  |
| Brief outline of duties |  |
| Reason for leaving |  |

**EDUCATION AND TRAINING**

Please list all your secondary education, higher education and further education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **School, college or university:** | **Subject (s) or course (s):** | **Qualifications and grades:**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PROFESSIONAL DEVELOPMENT**

Please give details of all courses and training you have undertaken which you feel may be relevant to this post. Attach an additional sheet if necessary.

|  |  |  |
| --- | --- | --- |
| **Date achieved:** | **Training provider:** | **Course title:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SUPPORTING STATEMENT**

Bearing in mind the **detailed job description** and **competencies specification**, please tell us in your own words **why you believe you are a suitable candidate** and what **qualities and experience** you would bring to the role if appointed. This section is your opportunity to sell yourself as the best person for the job.

Please continue onto another page if need be (up to a maximum of 2 sides of A4).

**SUBMITTING YOUR APPLICATION**

Your **Application** and **Equality Monitoring Form** must reach us no later than **12noon** on **the closing date stated in the advert and application pack**.

**We do not accept CVs.**

Please send your completed application to Philippa McArdle, HR Coordinator: **philippa.mcardle@dancecity.co.uk**

**If you have any questions about the role you are applying for, about completing the application for or if you have any issues sending it, please contact Philippa.**

1. Trans is an umbrella term to describe people whose gender is not the same as the sex they were assigned at birth. [↑](#footnote-ref-1)