



Application Form

Candidates are asked to ensure that they complete all sections of the form. Of particular importance to us is fifth section overleaf, which is intended to give you an opportunity to demonstrate your suitability for the post.

The form and the equal opportunities monitoring form should be returned to Mel Cook, Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR or mel.cook@dancecity.co.uk by the date on the advertisement.

Please type or use black ink if possible as your application will be photocopied.

1

Post applied for:

2

Surname:

Initials:

3

Your Address:

Home Telephone:

Work/Daytime Telephone:

Email address:

4

Where did you hear about this post?

5

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

A large, empty rectangular box with a thin black border, intended for the candidate to write their response to the question above. The box is currently blank.

Please continue on separate sheet if necessary

Present Employment (if any): if freelance please give details of last contract:

Employer:

Address:

Date From:

Position and Duties:

Present Salary:

Previous Employment - excluding present post

| Dates | Employer | Position and duties. |
|-------|----------|----------------------|
| | | |

8

Education and Training

Please give details of any relevant education and/or training including qualifications gained, if any:

9

Professional Qualifications and memberships

Please give details of relevant professional qualifications and memberships:

10

Please list two people whom we may approach for professional references (one of these should be your present employer if applicable):

1 Name:
Position:
Address:
Telephone Number:
May we approach this person before interview?

2 Name:
Position:
Address:
Telephone Number:
May we approach this person before interview?

Disclosure of Information for People working with Children and Vulnerable Adults.

Dance City as an organisation uses the Criminal Records Bureau Disclosure Service to assess applicants 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). However, a criminal record will not necessarily be a bar to obtaining a position. A written policy on a) the recruitment of ex-offenders, and b) the secure storage, handling, use, retention and disposal of Disclosure Information, plus the code of Practise on Information about Disclosures are available upon request.

11

Are you able to travel independently if required to fulfil the duties of this post?

Do you have any access requirements?

12

If successful, when would you be able to start work?

13

Signed: Date:

Please return to Dance City at the address shown on page one by the advertised closing date.