# 

# Application Form

Candidates are asked to ensure that they complete all sections of the form.

Of particular importance to us is section 5, 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 Lynsey McEwen, Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR or to [lynsey.mcewen@dancecity.co.uk](mailto:lynsey.mcewen@dancecity.co.uk) by 5pm on Thursday 15 August.

Interviews will be held on Thursday 22 August. Please ensure you are available for interview on that date before applying.

Please type or use black ink as your application could be photocopied.

1

Post applied for: **Classes & Events Coordinator**

2

Surname: First Name:

3

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.

Please continue on separate sheet if necessary.6

Current Job Title:

Employer:

Address:

Present Salary:

Date From:

Position and Duties:

Present Employment (If applicable).

7

Previous Employment - excluding present post

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Employer** | **Position and duties** | **Reason for leaving** | **Rate of Pay** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

8

Education and Training

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Establishment** | **Dates**  **From/To** | **Qualification** | **Grades Achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

9

Professional Qualifications, Memberships & Other Training

Please give details of further relevant qualifications, memberships or training.

10

References

Please list two people whom we may approach for professional references

(one of these should be your present employer if applicable):

1. Name:

Position:

Organisation:

Email Address:

Address:

Telephone Number:

May we approach this person before interview? Yes/No

1. Name:

Position:

Organisation:

Email Address:

Address:

Telephone Number:

May we approach this person before interview? Yes/No

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

Dance City as an organisation uses the Disclosure & Barring 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

Do you have any access requirements?

12

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

13

Signed: Date:

(Type name and date if emailing)

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