**YORKSHIRE DANCE**

***SECTION 1***

***CONFIDENTIAL APPLICATION FOR EMPLOYMENT***

*Your information will be used and stored in line with The Data Protection Laws (including EU GDPR adopted 2021). For more information about the use of your data please scroll to the bottom of the page.*

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| **Position Applied For** | Marketing & Communications Officer |
| **First name** |  |
| **Last Name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email** |  |
| **Do you wish to be considered for this role under our commitment of interviewing people who have experienced racism or have a disability?** |
| **Yes** |  | **No** |  |
| **Do you have the right to work in the UK? \*** |
| **Yes** |  | **No** |  |
| **Do you have a criminal conviction not regarded as spent under the Rehabilitation of Offenders Act 1974?** |
| **Yes** |  | **No** |  |
| **If yes please provide details.** |  |

Working with Yorkshire Dance often involves working with children or vulnerable adults and/or you may be in a position of trust. Therefore, Yorkshire Dance reserves the right to run security checks (with the Disclosure and Barring Service) on applicants for certain positions. At interview, this important part of our recruitment procedure will be discussed with you and you will be informed if it is considered appropriate for such a check to be carried out in your case.

**Please note: the above page will not be seen by the shortlisting panel.**

**DECLARATION**

I authorise Yorkshire Dance to obtain references to support this application once an offer of employment has been made and accepted. I release the company and referees from any liability caused by giving and receiving information. I accept that any offer of employment made is subject to the receipt of references and Disclosure and Barring Service checks that are satisfactory to the Company.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I also accept that it is my personal responsibility to notify the Company of any employment I accept other than the position for which I am employed and to declare on a weekly basis the actual hours worked.

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| **Signature**: (E-signature is fine)  |  |
| **Date:**  |  |

**EQUALITY AND DIVERSITY MONITORING: CONFIDENTIAL**

**This information is detached from your application so it cannot be viewed by the shortlisting panel.**

To help us understand the diversity of our applicants, we would be very grateful if you could provide some information about yourself.  Please tick the boxes which best describe you.

Yorkshire Dance assures you that any information you provide here will only be used to monitor the effectiveness of our recruitment advertising and process and we take steps to ensure this information remains confidential to staff with responsibility for HR (it will never be viewed by the shortlisting or interview panel).

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| **How did you hear about this job?** |  |

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| **Your Age** | **Your Gender** |  |
| 16 - 19 |  | Female |  |
| 20 - 24 |  | Male |  |
| 25 - 34 |  | Non-binary |  |
| 35 - 49 |  | Other |  |
| 50 - 64 |  | Prefer not to say |  |
| 65+ |  | **Is your gender the same as you were assigned at birth?** | Yes |  |
| No |  |
| Prefer not to say |  |

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| **Ethnicity** |
| **Asian/ Asian British** | Bangladeshi |  | **White/White British** | British, English, Northern Irish, Scottish or Welsh |  |
| Chinese |  | Gypsy or Irish Traveller |  |
| Indian |  | Irish |  |
| Pakistani  |  | Other White background |  |
| Any other Asian background |  | **Other ethnicity** | Arab |  |
| **Black/ Black British** | African |  | Latin |  |
| Caribbean |  | Any other ethnic group |  |
| Any other Black background |  | **Prefer not to say** |  |
| **Multiple Ethnicity** | Asian & Black |  | **Unknown** |  |
| Asian & White |  |  |
| Black & White |  |
| Any other Mixed background |  |

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| **What is your sexual orientation?** |
| Bisexual |  |
| Gay woman / Lesbian  |  |
| Gay man |  |
| Heterosexual / Straight |  |
| Not sure  |  |
| Other |  |
| Prefer not to say |  |

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| **Do you consider yourself to have a long-term illness (Select all that apply)** | **Do you consider yourself to have a disability? (Select all that apply)** |
| Dementia |  | Hearing impairment / Deaf |  |
| Epilepsy |  | Learning disability (including autism) |  |
| Mental health (incl. anxiety) |  | Physical disability |  |
| Parkinsons |  | Visual impairment |  |
| Other long term/ chronic conditions |  | Other disability |  |
| No |  | No |  |
| Prefer not to say |  | Prefer not to say |  |

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| **Parental occupation when you were 14 (select one option)** |
| Routine manual and service occupations (e.g. HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.) |  |
| Technical and craft occupations (e.g. motor mechanic, plumber, printer, electrician, gardener, train driver) |  |
| Clerical and intermediate occupations (e.g. secretary, personal assistant, clerical worker, call centre agent, nursery nurse.) |  |
| Semi-routine manual and service occupation (e.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant) |  |
| Middle or junior managers (e.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager) |  |
| Modern professional occupation (e.g. Teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer) |  |
| Traditional professional occupations (e.g. accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer) |  |
| Senior manager or administrator (usually responsible for planning, organising and coordinating work and for finance, e.g. finance manager, chief executive.) |  |
| Long-term unemployed (more than 1 year) |  |
| Short-term unemployed (less than 1 year) |  |
| Retired |  |
| Not applicable |  |
| Prefer not to say |  |

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***SECTION TWO***

***PREVIOUS EMPLOYMENT***

Please detail your work history (paid or unpaid) with your current or most recent employer first:

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| **Name and Address of Employer** | **From:** **To:****Rate of Pay:****Reason for Leaving:** |
| **Position Held and Duties Undertaken** |
| **If offered employment how much notice are you required to give your current employer?** |

**WORK HISTORY (continued)**

Please list your work history below and on a separate sheet if necessary:

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| **Name of Employer** | **Role and duties** | **Start and end dates**  |
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**Please answer the following three questions.**

Please use the Essential criteria in the person specification found in the job pack to help you to answer them. Note a word count is indicated for guidance to give an idea of the maximum we expect you to write for each question.

**1. Based on the essential criteria in the person specification why do you feel you are the ideal person for this role? Please give examples from your working, voluntary or academic experience to date.\* (Maximum 800 words)**

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**2. What interests you about this role? \* (200 words)**

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**3. What have you been most proud of in your working life to date? \* (200 words)**

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**QUALIFICATIONS**

Please give details and dates of completion of:

* courses you have completed (with dates of completion)
* qualifications gained

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| **Qualification level** | **Subject** | **Date** | **Grade** |
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**TRAINING**

Please tell us about any other relevant training you have completed (e.g. Accountancy). This might include membership of professional bodies or professional development undertaken that is relevant to this position.

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| **Qualification and level** | **Date** |
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**FURTHER SUPPORTING INFORMATION**

If there is anything else you would like to say as part of this application, please do so below.

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**REFERENCES**

Please provide details of two referees (where appropriate one should be from your present or last employer). No current employer's reference will be taken without your prior consent.

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| **Referee One** |
| **First name** |  |
| **Last Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Phone number** |  |
| **Email** |  |

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| --- |
| **Referee Two** |
| **First name** |  |
| **Last Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Phone number** |  |
| **Email** |  |

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| **If offered this position, will you continue to work in any other capacity?**  |
| **Yes** |  | **No** |  |
| If 'Yes' please give details: | **Name of employer:****Contact telephone number:****Hours worked per week:** |

**Please email your signed application as a word document to:** **admin@yorkshiredance.com**

**If you have any problems with this form please phone: 0113 243 8765**