|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| APPLICATION FORM – SUPPORT STAFF | | | | | | | |
|  | | PLEASE COMPLETE THIS FORM AND RETURN TO:  Geraldine McDowall, Northern School of Contemporary Dance,  98 Chapeltown Road, Leeds, LS7 4BH  OR E-MAIL TO:  geraldine.mcdowall@nscd.ac.uk | | | | | |
|  | | | | | | | |
| **APPLICATION FOR EMPLOYMENT AS:** | | | | | | | |
| **SURNAME** | | | **FORENAME(S)** | | | | |
| **ADDRESS** | | | | | | | |
| **POSTCODE** | | | **TELEPHONE No.** | | | | |
| **EMAIL ADDRESS** | | | | | | | |
| **DO YOU HOLD A CURRENT DRIVING LICENCE?  Yes  No** | | | | | | | |
|  | | | | | | | |
| **PRESENT EMPLOYER'S NAME AND ADDRESS *(LAST EMPLOYER, IF NOT CURRENTLY WORKING)*** | | | | | **DATE STARTED** | | |
| **GROSS ANNUAL EARNINGS** | | |
| **WHAT IS YOUR PRESENT / LAST JOB ?** | | | | | **IF LAST JOB, DATE LEFT AND REASON FOR LEAVING** | | |
| **WHAT IS THE NATURE / DUTIES OF THE JOB ?** | | | | | | | |
|  | | | | | | | |
| **PREVIOUS EMPLOYER'S NAMES AND ADDRESSES** | **POSITION HELD** | | | **DATE STARTED** | | **DATE LEFT** | **REASON FOR LEAVING** |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
| **PLEASE GIVE DETAILS OF ANY CRIMINAL CONVICTIONS *(NB UNDER THE REHABILITATION OF OFFENDERS ACT 1974 YOU ARE REQUIRED TO GIVE DETAILS OF ANY CONVICTIONS WHICH ARE NOT 'SPENT'. FAILURE TO DO SO MAY INVALIDATE YOUR APPLICATION / EMPLOYMENT.)*** | | | | **IF YOU ARE RELATED TO ANY MEMBER OF THE CORPORATION OR STAFF OF NORTHERN SCHOOL OF CONTEMPORARY DANCE PLEASE GIVE DETAILS** | | | |
| **IF YOU ARE IN RECEIPT OF A PUBLIC SERVICE PENSION PLEASE GIVE DETAILS** | | | | | | | |
| **PLEASE GIVE THE NAMES & ADDRESSES OF TWO REFEREES, INCLUDING YOUR MOST RECENT EMPLOYER (references will be requested once an offer of employment has been made)** | | | | | | | |
| **1.** | | | **2.** | | | | |
|  | | | | | | | |
| **ACADEMIC / PROFESSIONAL QUALIFICATIONS** (please list all qualifications you hold with dates indicating when they were achieved and at which institution) | | | | | | | |
| **Qualification** | | **Institute Achieved** | | | **Date Achieved** | | |
|  | |  | | |  | | |
|  | |  | | |  | | |
|  | |  | | |  | | |
|  | |  | | |  | | |
|  | |  | | |  | | |
|  | |  | | |  | | |
| **INFORMATION IN SUPPORT OF THIS APPLICATION** *(Applicants may use this section to provide any information they wish including any relevant experience, interests and activities outside work, continue on a separate sheet if necessary.)* | | | | | | | |
| **NORTHERN SCHOOL OF CONTEMPORARY DANCE (NSCD) IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. NSCD REQUIRES ALL STAFF TO DEMONSTRATE THIS COMMITMENT IN EVERY ASPECT OF THEIR WORK. PLEASE GIVE DETAILS OF YOUR BACKGROUND IN WORKING WITH THESE GROUPS AND HOW YOU WOULD CONTRIBUTE TO THE SCHOOL’S COMMITMENT TO SAFEGUARDING** *(continue on a separate sheet of necessary)* | | | | | | | |
| **IF APPOINTED, WHEN COULD YOU START WORK?** | | | | | | | |
| **DECLARATION -** Signature of this application form indicates that applicants have read information issued relating to the vacancy, and can comply with its requirements. In addition it indicates that all information given by the applicant is accurate.  Signed:  Date: | | | | | | | |
|  | | | | | | | |