



Application for Employment

Confidential

The form must be submitted by email to info@onedanceuk.org by
10 am on Monday 29 April 2019

Notes (please read before completing the form):

- a. Please complete in black ink or type. You should refer to the job description and person specification for the position you are applying for when completing this form.
- b. The form consists of **nine sections** which **must all be completed**, providing all the information requested, for your application to be considered. Cross-referencing to a CV will not be accepted as a complete application.
- c. **CVs will not be accepted** – please refer to the appropriate job description and person specification when completing your application.

No Agencies Please.

Application for the post of Office Manager

1. PERSONAL DETAILS

Family Name:

First Name(s):

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Home Address:

Postcode:

2a. PRESENT EMPLOYMENT

(paid and/or unpaid)

Name and address of employer:

Job Title:

Current basic salary pa:

Value of other benefits:

Date started:

Leaving date or notice required:

Reason for seeking alternative employment:

Brief description of duties:

Please continue on a separate sheet if necessary, making sure your name is on the top

2b. PAST EMPLOYMENT

(paid and unpaid – starting with most recent)

From	To	Employers Name, Address & Nature of Business	Position Held	Reason for leaving

3. EDUCATION AND QUALIFICATIONS

(from age 16 onwards: GCSE, A Level, BA etc. Include any qualifications being studied for currently)

From	To	Senior Schools, Colleges, Universities attended <i>Please include any courses currently being undertaken full or part time</i>	Qualifications obtained	Grades

4. Professional Membership Details

Please state whether or not gained by examination:

5. STATEMENT IN SUPPORT OF APPLICATION

KNOWLEDGE AND EXPERIENCE WHICH IS RELEVANT TO THE JOB

(gained through paid, unpaid work or other relevant experience)

Important - please read before completing:

When completing this section you should cross reference your skills and experience to the requirements outlined in the person specification and the duties listed in the job description for the position you are applying for.

The statement should be a MAXIMUM of 2 sides of A4, minimum font size 12pt.

Please submit on a separate sheet(s), making sure your name is at the top

Statement in support of application enclosed.

Tick if supplying supplementary evidence as outlined in the Person Specification

6. ADDITIONAL INFORMATION

Are you related to a Board member or employee of One Dance UK?

If yes please give details:
(Canvassing of Board members or employees in relation to this appointment will disqualify you)

If appointed, do you have any business and/or financial interests which conflict with your employment with One Dance UK?

If yes, please give details:

7. ASYLUM AND IMMIGRATION ACT 1996

National Insurance No:

If no NI number available, do you have evidence of your entitlement to live and work in the UK (please describe what this is)?

8. REFERENCES

We need 2 references which cover the last 5 years. Please give the names, job titles and work addresses of your current or most recent Manager/Supervisor (we should be able to contact at least one of your referees prior to interview should you be short-listed):

1.

Name:

Full Address (inc. postcode):

Telephone number:

Email address:

Relationship to referee:

Can we contact this referee before notifying you?

2.

Name:

Full Address (inc. postcode):

Telephone number:

Email address:

Relationship to referee:

Can we contact this referee before notifying you?

9. DECLARATION

I declare that the information given in this application is true. If I am successful in obtaining this post and the information is later discovered to be incorrect or incomplete I understand that my employment will be terminated by One Dance UK.

SIGNED DATE

The form must be submitted by email to info@onedanceuk.org by the closing date: **29 April 2019**

Interviews will be held on w/c 13 May 2019.

Equal Opportunities

As part of our Equal Opportunities Policy **we ask that applicants complete our Equal Opportunities Monitoring Form here: <https://goo.gl/forms/M2vmVMgZYU83bRur1>**. This will remain separate to your application and will not be used as part of the shortlisting or selection process.