

**LUDUS DANCE**

**APPLICATION FORM - CONFIDENTIAL**

Please complete in typescript, or in bold black capitals.

Ludus Dance operates an equal opportunities policy and intends that no job applicant or employee shall receive less favourable treatment because of his or her age, race, gender, religion and belief, sexual orientation, gender reassignment, disability, marital or civil partnership status, nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

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| **Application for the post of:** | | | | | | |
| Surname |  | | | | | |
| Forename(s) |  | | | | | |
| Address |  | | | | | |
|  | | | | E-mail Address |  | |
| Tel No. |  |  |  | Mobile No. | |  |
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| **Education and Qualifications**  Certificates may be requested if you are selected for interview.  A. Secondary Education (Names of Schools/Colleges not required) | | | | | |
| Year |  | Qualifications Obtained  (Please indicate Level, Subject(s) Grades and Dates awarded) | | | |
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| B. Further, Higher and Professional Education | | | | | |
| Name of Institution | | | From | To | Qualifications Obtained  (Please indicate Level, Subject(s) Grades and Dates of award) |
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| **Employment Record**  Present Post | | | | | | | | | | |
| Present position held | | |  | | | | | | | |
| Name and address of Employer | | | | | |  | | | | |
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|  | Brief description of duties undertaken | | | | | | | | | |
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|  | Starting date in present post | | |  | Present grade, salary and salary point | | |  | If appointed, when could you start? | |
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|  | Previous Employment(most recent first) (please include voluntary work) | | | | | | | | | |
| Dates | | Position held | | | | | Brief outline of duties and responsibilities | | Full Time/ Part Time | Name of employer |
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| Other qualifications held which may be relevant to this post: | | | | | | | | | | |
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| **Statement in support of application**  Please use this page, or attach further sheets if you wish, to give any additional information or comment, which you feel, is relevant to your application. Please ensure you address all the essential requirements and as many of the desirable requirements as possible as listed in the person specification.  Please also use this space to give details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on the job training, etc) that are relevant to the post. | | | | | | | | |
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|  | **References:** Give below names and addresses and status of 2 persons from whom references can be obtained - one should normally be your present employer. If your present employer is a referee, please indicate whether or not you are agreeable to him/her being approached for a reference, in the event of your being short listed for interview. | | | | | | | |
|  | 1. | Name: |  | | Status: | |  | |
|  |  | Address: |  | | | | | |
|  |  | Phone no: |  | | | | | |
|  |  | If short-listed for interview, Ludus Dance may contact this referee. Yes | | | | | | |
|  | 2. | Name: |  | | Status: | |  | |
|  |  | Address: |  | | | | | |
|  |  | Phone no: |  | | | | | |
|  |  | If short-listed for interview, Ludus Dance may contact this referee. Yes/No | | | | | | |
| Do you hold a current First Aid Certificate? | | | | | | | | |
| Do you hold a current Driving Licence? | | | | | | | | |
| Do you have the right to work legally in the UK? | | | | | | | | |
| Are you available to attend an Interview on **Monday 10th July?** (delete as appropriate) Yes/No | | | | | | | | |
| How did you hear about this vacancy? | | | | | | | | |
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| If registered under the Disabled Persons (Employment) Act, please quote number: | | | | | | | | |
| **Declaration**  *Your attention is drawn to the fact that the post for which you are applying does not entitle an applicant to rely on the provisions of the Rehabilitation of Offenders Act, 1974. Accordingly, all previous convictions must be disclosed.*  Have you ever been convicted of any criminal offence or been given an official written caution? Yes/No  If yes, please specify date of conviction/caution, Court, nature of offence and sentence imposed: | | | | | | | | |
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| If appointed, do you give your consent to your response to the above being verified with the Disclosure and Barring Service Check? (Failure to consent may prevent your application from being considered further). Yes /No | | | | | | | | |
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**Please return this pack to: Katie McGivney, Ludus Dance, Assembly Rooms, King Street, Lancaster LA1 1RE. Or via e-mail** [**info@ludusdance.org**](mailto:info@ludusdance.org)



LUDUS DANCE – APPLICATION RESEARCH SHEET

We would be grateful if you would take a few minutes to complete the following questionnaire and return it to us, EVEN IF YOU DECIDE NOT TO APPLY FOR THE POST, as this will prove extremely helpful to us. Thank you.

Where did you see/hear about the post?

LUDUS EMAIL MAILOUT

LUDUS WEBSITE

ACE: ARTS JOBS EMAIL

THE STAGE

EQUITY

NOTICE BOARD

(Please state where)………

ARTICLE 19 WEBSITE

LOCAL DANCE AGENCY

H.E. / DANCE COLLEGE

THE GUARDIAN

FOUNDATION FOR COMMUNITY DANCE

YOUNG LANCASHIRE

LANCASHIRE CVS NEWSLETTER

LANCASTER ARTS PARTNERSHIP

ANIMATED

OTHER E-LIST Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORD OF MOUTH

OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have decided not to apply for the post, please could you tell us why?

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EQUAL OPPORTUNITIES RECRUITMENT MONITORING FORM

Ludus Dance is committed to working towards recognised and recommended good equality and diversity practices in our service provision, employment and Board membership. In order to get an accurate picture of diversity across the organisation, we would be very grateful if you could spare two minutes to complete this survey.

Arts Council England has suggested that we increase the characteristics that we monitor and report against, to include questions about ethnicity, disability, age, gender and sexual orientation, and based on terminology from ONS, the charity Stonewall and the recognised model of disability.

We ask for this information because we want to better show the diversity, both visible and invisible, of the workforce in the sector. Any information you provide will be treated in confidence and processed according to the data protection act 1998.

All applicants for employment are considered only on the information given in application regarding their ability to undertake the job for which they are applying.

**This information is used for monitoring purposes only and is removed from the application prior to the shortlisting process.**

Please tick the appropriate box:

How would you describe your gender?

Man

Woman

Transexual

Other

Prefer not to say

How would you describe your sexual orientation?

Bisexual

Gay man

Gay woman/ lesbian

Hetrosexual/ Straight

Prefer not to say

Within which of the following age brackets are you?

0 - 19

20 - 34

35 - 49

50 - 64

65+

How would you describe your ethnicity?

English/ Welsh/ Scottish/ Northern Irish/ British

Irish

Gypsy or Irish Traveller

Any other White background

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic background

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

African

Caribbean

Any other Black/African/Caribbean background

Arab

Prefer not to say

Any other ethnic group (please specify)



6. Do you consider yourself to have a health condition or disability?

Yes/No (delete as appropriate)

Please tick any that apply

Visual impairment

Hearing impairment/Deaf

Physical disabilities

Cognitive or learning disabilities

Mental health condition

Non-disabled

Prefer not to say

Other long term/chronic conditions (please specify)



Please note: If you have answered yes to the above question, and you require any adjustments to be made in order for you participate fully in our recruitment process, please ensure you have indicated these in your application or on a additional sheet, so we can accommodate your needs. Thank you for your co-operation in completing this form.

**Please return this pack to: Katie McGivney, Ludus Dance, Assembly Rooms, King Street, Lancaster LA1 1RE. Or via e-mail** [**info@ludusdance.org**](mailto:info@ludusdance.org)