|  |
| --- |
| **Employment Application Form**Royal Academy of Dance is an equal opportunities employer and wepositively welcome applications from all sections of the community |
| **Confidential****For office use only.** **Applicant reference number:****Date received:**  | ***When completed, please return this form to:***Royal Academy of DanceHuman Resources Department 188 York RoadBatterseaLondonSW11 3JZ or jobs@rad.org.uk  |
| **Post you are applying for**Where did you see this post advertised? Please state the newspaper, publication and/or website(s) |
| **Your Personal Details**Title:Name: Surname:Address: Telephone Number:Email:Are you legally entitled to work in the country in which this job is based? Yes ( ) No ( ) |
| **Education**Please state qualifications (if applicable) relevant to this post. Successful applicants will be required to provide to the RAD with a copy of relevant qualifications. |
| Schools, Colleges, Universities, Other(with dates from / to) | Level of Examination / Qualification |
|  |  |
| **Training**Training Attended / Technical skills acquired | Dates (from / to) |
|  |  |
| **Membership of Professional Bodies / Associations** |
| Professional Body | Level of Membership | Year of Award |
|  |  |  |
| **Publications (if applicable)** |
| Please list below details of your publications to date (if applicable to the post) |
| **Employment History**Please start with the current / most recent post first and work backwards. You may attach your CV instead.  |
| Name of Employer / Organisation | Position held (include a brief description of duties / responsibilities) | FromMonth / Year | ToMonth / Year |
|  |  |  |  |
| **Personal Statement**This section gives you an opportunity to tell us about your skills and abilities. Please refer to the job description and person specification and address each criterion giving examples of your skills and experience from your personal / professional life (paid / volunteer) |
| Continue on a separate sheet if necessary |
| **References**Please give names of two referees, one of whom should ideally be your recent employer or an academic referee if you are a recent student. Please indicate their relationship to you, but note that relatives and family friends should not be named as referees. **If the job for which you are applying involves regular direct contact with children and students under 18 years or vulnerable adults and if you are selected for interview we will approach your referees prior to interview.**  References for applicants for other roles will not be obtained until a conditional offer of employment is made. |
| **Referee 1**NamePositionAddressContact telephone numberEmail AddressRelationship  | **Referee 2**NamePositionAddressContact telephone numberEmail AddressRelationship |
| **Data protection and applicant declaration**The Royal Academy of Dance may wish, at any time, to check what you say on this application form or during the recruitment process, about your knowledge, skills, experience or qualifications. By completing and signing this form, you agree to us undertaking any such checks. The information on this application form is confidential and is used for the purpose of selection and recruitment. If you are offered and accept a job with Royal Academy of Dance, the information on this form and the form itself will be retained on your personnel file and will be used for the purposes of managing the organisation. If this is the case, processing of the information will take place in accordance with the provisions of Data Protection legislation. By signing this form, you agree to the above uses of your personal data.***‘I declare that to the best of my knowledge and belief, the information I have given is complete and true. I understand that if I say or write anything that is not true or that is misleading, or if I leave out something important, I may not be given the job, or I may be dismissed if I have already been given the job. I understand that any job offer is subject to satisfactory references and (where relevant) a satisfactory Disclosure from the Disclosure and Barring Service or other equivalent overseas authority.’***Signature: Date:If you are sending your application form by email, please tick this box as a substitute for your signature to confirm that you agree to the above declaration. |

When you have completed this form please return it to

Human Resources Department at jobs@rad.org.uk

Applications must be submitted before the published closing date