



FULL EMPLOYMENT APPLICATION FORM

CONFIDENTIAL

The English Folk Dance and Song Society is an Equal Opportunities Employer. All appointments will be made in line with our Equity, Diversity, and Inclusion Policy.

Please complete in type or black ink and return to recruitment@efdss.org with the subject line: **Job Title**

POST TITLE:	
CLOSING DATE:	
PERSONAL DETAILS:	
Name	
Address:	
Mobile:	
Home:	
Work:	
Email:	
MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS (if relevant)	
EMPLOYMENT HISTORY	
Name and address of present or most recent employer:	Job Title:
	Date Commenced:
	Period of Notice Required:
Please outline the key duties and responsibilities of this post:	

PREVIOUS EMPLOYMENT: From most recent post (continue on a separate sheet if necessary)			
Dates From - To	Employer	Job Title/Duties	Reason for leaving

SUPPORTING STATEMENT

Please explain why you consider you're suitable for this post, detailing your relevant work experience, training, and qualifications. (Please continue on a separate sheet if required). **[NOTE: TO EFDSS RECRUITER – TAILOR THIS QUESTION AS NEEDED]**

REFERENCES:

Please give the names, addresses, telephone numbers and status of two referees who are willing and able to give an opinion on your abilities and academic/professional experience. One referee should be your present or past employer.

Name:

In what capacity do you know this person (eg employer)?

Address:

Email:

Tel No:

May we contact this person prior to interview?

Name:

In what capacity do you know this person (eg employer)?

Address:

Email:

Tel No:

May we contact this person prior to interview?

If an offer is made and accepted, we reserve the right to contact your present employer. If your present employer is not given as a reference, please state the reason why?

ADDITIONAL INFORMATION:

- Are there any restrictions to your residence in the UK which might affect your right to take up employment with EFDSS?
- If Yes, please provide details:
- If you are successful in your application, would you require a work permit prior to taking up employment?
- If you are a disabled person is there anything we need to know in order to offer you a fair selection interview, eg wheelchair access, a sign language interpreter, etc.

Criminal Records Declaration

- Should your application be successful, and prior to starting employment with EFDSS, you will be asked to confirm relevant details of your criminal record. The details we ask for will depend as to whether the job role is covered by, or exempt from, the Rehabilitation of Offenders Act (ROA)1974 as amended. EFDSS will use the appropriate declaration form to ask for this information. Having a criminal record will not necessarily prevent you from working at EFDSS. In reaching a decision we will consider the nature of your work, the circumstances and background of the offence(s) and the time elapsed. For more information, please see the EFDSS Safeguarding Policy on our website (which contains our Policy on the Recruitment of Ex-Offenders): www.efdss.org/policies

By applying for this position, you are acknowledging that you understand this and agree to us seeking this information from you should your application be successful.

DATA PROTECTION

The information comprising your application will be stored as hard copy for up to six months after the recruitment closes. This information may also be stored electronically. The information will be used in the selection process, and, if you are appointed, will also be used for the purposes of human resources administration. Such usage will be in accordance with all laws concerning the protection of personal

information including the UK Data Protection Act 2018, the General Data Protection Regulation (GDPR) 2016 and the Privacy and Electronic Communications Regulations (PECR) 2003.

DECLARATION

I hereby declare that the information contained in this form, accompanying CV, cover letter, and video if submitted is to the best of my knowledge correct. I understand that any wilful misstatement renders me liable to disqualification or instant dismissal if engaged.

Signed _____

Date _____