Application for Employment: The Dance Studio Leeds Ltd (DSL)

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| Role applying for: | Receptionist / Administrator |
| Title: |  |
| First name: |  |
| Surname: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: | Day: |
|  | Evening: |
| Email Address: |  |

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| --- |
| Education History |
| School / College: | Subject: | Level: |
|  |  |  |

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| Additional Information: Please tell us why you think you are suitable for this role and why you’d like to work for DSL |
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| Interests / Hobbies / Skills: (Please list any relevant to this role) |
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| References: Please provide names and addresses of two referees. One (where possible) should be a present employer or, if you are currently not employed, your last employer. However if you have no previous employer please supply appropriate referees who are able to comment on your suitability for this role. |
| 1.Name: |  |
| Occupation: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email: |  |
| Relationship to you: |  |

|  |  |
| --- | --- |
| 2.Name: |  |
| Occupation: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email: |  |
| Relationship to you: |  |

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| Further details: |
| Where did you see this post advertised? |  |
| If offered the job, when would you be able to start? |  |

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| Do you require any reasonable adjustments to be made to attend the interview, or carry out the role? | Yes / No *Please delete as appropriate* |
| If Yes please give details: |  |

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| Reason for leaving current employer: |
|  |

Please send this form along with a CV and cover letter outlining your experience and qualifications to:

Katie Geddes: katie@thedancestudioleeds.com

The Dance Studio Leeds, Mill 6, First Floor, Mabgate Mills, Leeds, LS9 7DZ

The information you provide will not be shared and shall be stored safely, in line with The Dance Studio’s Leeds’ Data Protection Policy. The Dance Studio’s Leeds’ is an Equal Opportunities employer.

Closing Date for Applications is: 5pm on 26th March 2016

Interviews are scheduled to commence from: 29th March 2016