

Northern Ballet's Philosophy
Equal Opportunities, Diversity and Disability

Northern Ballet is committed to its policy of Equal Opportunities and acknowledges the value of each individual's abilities, differences and the contribution they can make to our organisation. Treating each other fairly and with respect is central to our culture of ensuring that everyone has the opportunity to realise their full potential. We will endeavour to make all reasonable adjustments for applicants who require assistance in carrying out their duties.



APPLICATION FOR EMPLOYMENT

Please refer to the job description when completing this form.

Personal Details	
Position Applied for:	Executive Assistant
First Names:	Surname:
Address:	
Postcode:	
Telephone (day):	Telephone (eve):
E-mail address:	

Education History		
<i>Please supply details of any academic or professional qualifications you have obtained:</i>		
School/College	Subject	Level

Employment History

Please give details of your past and present employment, starting with the most recent

Position	From	To	Approx Salary

Reason for leaving your current employment:

Please detail any specialist training courses you have undertaken:

Date	Details

Additional Information

Please tell us why you applied for this job and why you think you are the best person for the job:

Interests, Skills and Hobbies

Please list your interests and hobbies, and any other skills you feel may be appropriate:

References

Please give the names and addresses of two people who we can approach for references, one of whom should be your most recent employer:

1		2	
Relationship:		Relationship:	
No approach will be made to your present employer before an offer of employment is made to you			



EQUAL OPPORTUNITIES MONITORING FORM

Northern Ballet operates as an equal opportunities employer.

The aim of the equal opportunities policy is to ensure that no job applicant, employee or officer or contractor or service user receives less favourable treatment on the grounds of race, ethnic or national origins, gender, sexual orientation or disability, class, age, trade union activities, culture, political or religious beliefs, sexuality, HIV status or marital status.

It would be of great assistance in pursuing our commitment to equal opportunities if you would complete this questionnaire which will not be seen by the committee considering your application and will be held in the strictest confidence.

Post applied for:

Male / Female

Where did you hear about this post?

(Please indicate publication/website)

I do / do not have a disability (delete as appropriate)

Date of Birth:

The term 'disability' is defined as including people with physical disabilities; people with mental impairments and learning difficulties; those with sensory impairments such as sight and hearing impairments, and people with 'hidden' disabilities (such as epilepsy, chest or heart conditions); and those with impairments linked to ageing.

Which of the following describes your ethnic origin?

Black/Black British:	African	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>
	Other Black (specify)	<input type="checkbox"/>

Mixed:	White & Black Caribbean	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	Other Mixed (specify)	<input type="checkbox"/>

Asian/Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Other Asian (specify)	<input type="checkbox"/>

White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Other White (specify)	<input type="checkbox"/>

Chinese	<input type="checkbox"/>
Japanese	<input type="checkbox"/>
Any Other (specify)	<input type="checkbox"/>

Please note: this form is for monitoring purposes only. It allows us to measure the inclusiveness of our organisation and the success of our equal opportunities policy. It will not be considered as part of your application. Thank you for your assistance in completing this form.