



Colours of Dance

Privacy Statement

Colours of Dance is committed to the protection of privacy for each individual within its community, be that student, parent, teacher, employee or studio hirer. As part of this commitment, we will only collect, retain and process any data about an individual that is absolutely necessary to:

1. providing the safe provision of dance tuition and examinations and
2. communicating to teachers, students, parents, employees and studio hirers information about relevant activities in the school, special events and fees due.

Colours of Dance will not share any information about any individual with any third party without the specific, express and advance permission of the individual concerned.

The information contained in this application form will only be seen by the Principal.

This application form is designed to ensure that everyone applying to Colours of Dance is treated as fairly as possible, and the questions asked are those we believe are important qualities or skills required for the job you have applied to do. We are an equal opportunities employer, and we believe that a rich and diverse community benefits everyone within that community and beyond.

If you have any questions or concerns about anything in this form, please ask, or leave it blank and we can discuss this as part of the recruitment process.

If you are successful in your application and come to work at Colours of Dance, this application will form part of the documentation kept as part of your records whilst you work within the school. If you are unsuccessful, we will delete all information about you and your application on the day we inform you that you are not successful.

Date of Application:.....

Name of Applicant:

Position Applied for At Colours of Dance:.....

Basic Documentation Required:

Document	Purpose in Asking	Copy/photo provided y/n & details
Driving License or Passport	Proof of ID & ability to get to work	
An Enhanced DBS Certificate	Safer Recruitment check required for regulated activity (teaching)	
DBS on Update Service	To save reapplying for the DBS & to ensure that there is nothing since the date of the DBS certificate.	X to give consent to perform check:



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Teaching Insurance	Professional indemnity/standing	
Qualification certificate (Alevel/Degree/Diploma etc)	Proof of qualification claimed	
Other	Proof/letter of confirmation of informal training/experience	

Education

(please add additional lines as needed)

Date of Exam/Qualification	Level (GCSE/A Level/Diploma*/Degree*)	School/College

*Qualifying/Professional qualifications claimed should be accompanied by a certificate

Employment Experience

(please add additional lines as needed)

Employment Dates from/to (Month & Year)*	Employer	Role/Responsibility

* If there are gaps for travel or maternity leave or anything else, please indicate these periods in this list, detailing reason

Safeguarding

At Colours of Dance, we believe that everyone should feel safe. Safe to be themselves, to be inspired, to be creative. We believe we have created a protective ethos in our school, and we are active in maintaining and preserving that. When we recruit a new member of staff, whatever their role, we follow Safer Recruitment processes. The following questions cover safeguarding as a part of your application and potential future engagement with Colours of Dance.

Have you ever had a Child Protection or Safeguarding complaint made against you? If Yes, When, and what was the outcome?	
Have you ever been disqualified from Teaching or had your professional membership/registration withdrawn or suspended? If yes, please explain.	



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Do you believe that you are physically and mentally fit to carry out the duties relevant to the role you are applying for?	If not, or if you have concerns, please explain
<p>Are you able to declare that you have not been referred to, nor am the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, which renders me unable or unsuitable to work at Colours of Dance, or other school settings.</p> <p>** only applicable to those teaching children at CoD classes or outreach classes in schools/other settings</p>	
<p>Are you able to declare that you are not disqualified from working in connection with children under the age of eight in accordance with the childcare (Disqualification) Regulations 2009 and Disqualification Under Childcare Act 2006.</p> <p>** only applicable to those working with children under the age of 8</p>	

References

Please provide the names and email addresses of two or three people, including your most recent employer, who Colours of Dance can contact to complete a reference for you. The reference will be in form format for your referee to complete, and will include questions regarding your employment dates, qualifications & fitness for the role, your honesty and integrity, and to confirm any disciplinary records.

Reference 1: Email:

Reference 2: Email:

Reference 3: Email:



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Personal Statement

Please add anything here that you would like Colours of Dance to know about you in support of your application.

(please add additional lines as needed)

Please submit this completed application form to the Principal, Imogen Knight:

studio.admin@coloursofdance.com