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| Internal Use Only: | |
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Application Form 1 - Personal Information

Please complete your personal information below.

If you need these forms in a different format or want to discuss alternative ways of giving us the information we're asking for, please email Demi at demi@openupmusic.org or call or text them on 07862 242486.

Vacancy details

| | |
|--|--|
| Vacancy title: | |
| Where did you hear about this vacancy? | |

Personal details

| | |
|-----------|--|
| Name: | |
| Pronouns: | |
| Address: | |
| Phone: | |
| Email: | |

Employment history/voluntary positions

Your current or most recent employment/voluntary position

| | |
|---|--|
| Name of employer: | |
| Address: | |
| Job title: | |
| Dates from-to: | |
| Reason for leaving: | |
| Brief description of duties (max. 100 words): | |

Previous employment/voluntary positions

| | |
|---|--|
| Name of employer: | |
| Address: | |
| Job title: | |
| Dates from-to: | |
| Reason for leaving: | |
| Brief description of duties (max. 100 words): | |

| | |
|---|--|
| Name of employer: | |
| Address: | |
| Job title: | |
| Dates from-to: | |
| Reason for leaving: | |
| Brief description of duties (max. 100 words): | |

| | |
|-------------------|--|
| Name of employer: | |
| Address: | |

| | |
|---|--|
| Job title: | |
| Dates from-to: | |
| Reason for leaving: | |
| Brief description of duties (max. 100 words): | |

| | |
|---|--|
| Name of employer: | |
| Address: | |
| Job title: | |
| Dates from-to: | |
| Reason for leaving: | |
| Brief description of duties (max. 100 words): | |

Please add extra tables or continue on an additional sheet if required.

Education

| |
|--|
| Please give details of places of education you have attended, with dates and qualifications: |
| |

Training and professional memberships

| |
|---|
| Please give details of any training and/or professional memberships that are relevant to this role: |
| |

Interview arrangements and accessibility

We offer disabled applicants the option of requesting that your application is considered under the terms of our Guaranteed Interview Scheme (GIS). To be invited to interview under this scheme, your application must meet the Essential criteria for the role. If we have a large number of GIS applicants and are unable to invite them all to interview, those who best meet the criteria will be selected.

| | |
|---|--|
| I identify as disabled and would like my application to be considered under the terms of the Guaranteed Interview Scheme (Please confirm by typing "x" in the right-hand box) | |
|---|--|

| |
|---|
| If you like us to make any reasonable adjustments to enable you to interview well, please let us know in the space below. We'll send out the interview questions in advance, and you are welcome to bring or make notes during the interview. |
| |

Right to work in the UK

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|--|
| Do you need a work permit to work in the UK? (please delete as appropriate). If responding 'Yes', please use the space below to tell us more about your permit situation. |
| Yes/No |

References

Please give the names and contact details of two people who we can ask to give you a reference. One of these should be from the most recent place you worked or volunteered. If you have no employer references, we will take up references with named individuals at places of study, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees. We will take up references once you have been interviewed and provisionally offered the post.

Referee 1

| | |
|-------------------|--|
| Name: | |
| Address: | |
| Email: | |
| Telephone Number: | |

| | |
|--------------------------------|--|
| How does this person know you? | |
|--------------------------------|--|

Referee 2

| | |
|--------------------------------|--|
| Name: | |
| Address: | |
| Email: | |
| Telephone Number: | |
| How does this person know you? | |

Declaration

I confirm that, to the best of my knowledge, the information I have provided on this form is correct, and I accept that providing deliberately false information could result in my dismissal.

I confirm I have the permission of the referees I have provided on this form to pass their personal details to you.

I understand that my personal data will be processed and stored securely in accordance with the Data Protection Act 2018. I agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter:

- If unsuccessful - kept for six months after the application deadline
- If offered the role - kept for seven years after your employment with Open Up Music ends

| | |
|-------|--|
| Name: | |
| Date: | |

Good luck with your application, and thank you for your interest in Open Up Music.

Please email your completed Application Forms (Personal Information and Application Questions) as attachments to recruitment@openupmusic.org with the subject '**Assistant Music Leader application**' by **9am on Thursday 9th July**.

Interviews will take place on **Wednesday 15th July in Birmingham**.