**Please insert details**

|  |  |
| --- | --- |
| Job Title: |  |

# Application for employment

Please complete the form and provide your written evidence as to how you meet the requirements of the job either on the questionnaire if one has been provided or on no more than two separate sheets of paper.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Title (select as appropriate): | Dr  Mr  Mrs  Miss  Ms  Other (please specify) |  |

|  |  |
| --- | --- |
| Surname(s): |  |

|  |  |
| --- | --- |
| First name(s): |  |

|  |  |
| --- | --- |
| Previous surname(s): |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |
| --- | --- |
| Telephone: | Work:       Home: |
|  | Mobile: |

|  |  |
| --- | --- |
| Where did you find out about this job? |  |
|  |  |

|  |  |
| --- | --- |
| National Insurance No\*: |  |
| Date of Birth\*: |  |

If you are related to any current employee or a member of the Board of Trustees for Calderdale Music Ltd, please give details.

If none, please tick the box

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

|  |  |
| --- | --- |
| Job title: |  |

|  |  |
| --- | --- |
| Relationship to you (aunt, brother, partner etc): |  |

Do you have a disability that requires any reasonable adjustments if you are selected to attend an interview?

|  |  |
| --- | --- |
| If Yes, please provide details: |  |

\* This information is required to ensure correct identification of candidates

**References**– remember to ask your referees for permission before you give their name.

**One Reference must be from your current employer or your most recent employer**

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

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Tel: |  |

|  |  |
| --- | --- |
| Occupation: |  |

|  |  |
| --- | --- |
| Relationship: |  |

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

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Tel: |  |

|  |  |
| --- | --- |
| Occupation: |  |

|  |  |
| --- | --- |
| Relationship: |  |

References will be requested as part of the recruitment process and they will form part of the decision making process. As part of the Keeping Children Safe in Education guidance, it is advised that we request references prior to interview.

Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

**Work History**

**Present Employment** (or last job for applicants currently unemployed)

|  |  |
| --- | --- |
| Job title: |  |

|  |  |
| --- | --- |
| Date employment  Started (MM/YY): |  |
|  |

|  |  |
| --- | --- |
| Date employment  ended (MM/YY)  (if applicable) |  |
|  |

|  |  |
| --- | --- |
| Reason for leaving/looking for other employment: |  |

|  |  |
| --- | --- |
| Notice required  (if applicable): |  |
|  |

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

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Current Salary: |  |

|  |  |
| --- | --- |
| Grade: |  |

|  |  |
| --- | --- |
| Briefly describe  your duties: |  |

**Previous Employment**

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets, please remember to put your name and the post applied for on each extra page and number it.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Main Duties** | **Name and Address of Employer** | **From**  **(MM/YY)** | **To**  **(MM/YY)** | **Wage/Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

If you need more space, please attach additional sheets and tick this box

**Education and Qualifications**

This section deals with school education/further. Please include the dates when you started and finished each level of education. (Sight of original certificates would be required if you are successful).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Periods of Study.**  **Please indicate Full/Part Time** | | **Degrees or certificates obtained** | **Dates of Awards** |
| **Name of Schools/ College/ University Attended** | **From (MM/YY)** | **To (MM/YY)** | **Details/subject/grades** |  |
|  |  |  |  |  |

If you need more space, please attach additional sheets and tick this box

**Breaks / Gaps in Employment / Education**

**Please explain any breaks in your educational attainment and/or employment history in the following space.**

If you need more space, please attach additional sheets and tick this box

|  |
| --- |
|  |

**Have you have lived or worked abroad in the past 5 years for a period of 6 months or more? If Yes, please ensure that you detail below the dates and countries where you resided / worked:**

**For individuals who have lived or worked outside of the UK in the past 5 years for a period of more than 6 months, we are required to carry out any additional checks that we think appropriate so that any events that have occurred outside of the UK can be considered.**

**These further checks should include a check for information about any sanction or restriction that an EEA professional regulating authority has imposed. In addition to this, the Home Office has published guidance on criminal record checks for overseas applicants.**

**Relevant Information**

**Please read this section carefully as this is the most important part of your application**

Using this page and if needed one additional sheet, **demonstrate** your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Person Specification in the following order:

Relevant Experience, Education and Training Attainments, General and Special Knowledge, Skills and Abilities, Additional Factors including continual Professional Development.

If you need more space, please attach additional sheets and tick this box

**Criminal Convictions**

As an applicant it is an offence to apply for a role that involves engaging in regulated activity relevant to children, schools and colleges if you are barred from engaging in such activity.

In line with [Keeping Children Safe in Education 2021](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf) guidelines, candidates will be asked to complete a self-declaration at shortlisting stage.

**Important Notice to Applicants**



Calderdale Music takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, ie known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may be offered the job subject to satisfactory pre-employment checks which can include obtaining an Enhanced DBS disclosure certificate. Some Schools will not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate.

This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

GDPR (General Data Protection Regulations) apply. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although the reserves the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

|  |
| --- |
| **I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.** |

Please sign the form\*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date: |  |
| Print Name: |  |  |  |

**Completed application forms should be sent to the following address:**

[**finance@calderdalemusictrust.org.uk**](mailto:finance@calderdalemusictrust.org.uk)

**Please get your application form in on time and**

**GOOD LUCK!**