

Position applied for:		Closing date:	
List all instruments you would like to teach:			

Personal details			
Your title (for example, Mr, Mrs, Miss, Ms, Other) Please specify:			
First name(s):			
Last name:			
Address:			Postcode:
Home phone number:		Mobile phone number:	
E-mail address:			
National Insurance Number:			
Unique Tax Reference No. (UTR):			

Current or most recent employment/self-employment			
Employer's name and address:			
		Postcode:	
Current salary:		Dates employed (from and to)	to
Notice you need to give:			
Reason for leaving:			
Brief description of your duties (please continue on a separate sheet if necessary):			

## Personal statement

Please use this section to tell us how your knowledge, skills and experiences meet the requirements of the role. Please continue on a separate sheet if necessary, with a maximum of 2 pages:

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## Reference

Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer.

1	Name:	
	Address:	
	Postcode:	
	Daytime phone number:	
	E-mail address:	
	Job Title/Position within Organisation:	

2	Name:	
	Address:	
	Postcode:	
	Daytime phone number:	
	E-mail address:	
	Job Title/Position within Organisation:	

We will contact your referees if you are short listed for an interview, do you have any objections to this?

Yes  No

## Previous employment

Please list the most recent first and continue on a separate sheet if necessary.

Dates you were employed from and to		Employer's name and address	Job Title	Reason for leaving

If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on).

## Relevant education, technical and/or professional qualifications

**(Please name any Institute or Professional body in full, rather than using initials)**

**Education:** Please include any qualifications, training and current membership of professional associations that are relevant to the post. Please see the person specification and continue on a separate page if necessary.

Date from:	Date to:	Name and location of School/College/Institute/Professional Association	Subjects, status and qualifications achieved	Level and grade	Date achieved

## Training, seminars or short courses that are relevant to the post.

Details of relevant personal development/training courses (Please continue on a separate page if necessary).

Brief description and course title	Date of attendance	How long it lasted

## Extra Information

Can you provide evidence of your legal right to work in the UK?

Yes

No

If you are related to any Councillor or member of staff of Enfield Council please give details.

Please tell us the number of days you have been absent from work due to sickness in the last two years, and tell us why.

Please answer the following questions

- Do you have a valid driving licence?
- Do you have access to a vehicle which you are able to use for work purposes?
- If not, are you able to travel, for work purposes, by another form of transport?

Yes

No

Yes

No

Yes

No

## Disability

### Impairment or disability

Do you consider yourself to have a physical, learning, sensory or mental health impairment or disability?

Yes

No

If Yes, please specify

(Some examples of impairments that meet the definition of disability under the Disability Discrimination Act 1995 are hard of hearing, partially sighted, severe back problems, arthritis, phobias, depression, speech impairment, dyslexia, diabetes, epilepsy, asthma and cardiovascular conditions)

## Declaration of Unspent and Relevant Spent Criminal Offences

### **BEFORE COMPLETING THIS PART OF THE FORM PLEASE READ THE FOLLOWING NOTES CAREFULLY**

It is the policy of Enfield Music Service to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Enfield Music Service, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, Enfield Music Service comply with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

Enfield Music Service, will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Enfield Music Service. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

## Declaration of Criminal Offences

Using the guidelines below please list **all your unspent and relevant spent convictions, cautions, reprimands and final warnings**, including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate they are pending

You must provide details of the following:

**Cautions** relating to an offence from a list (see below) agreed by Parliament

**Cautions** given less than 6 years ago (where you were over 18 years old at the time of the caution)

**Cautions** given less than 2 years ago (where you were under 18 years old at the time of the caution)

**Convictions** relating to an offence from a prescribed list (see below)

**Convictions** that resulted in a custodial sentence (regardless of whether served)

**Convictions** given less than 11 years ago (where you were over 18 years old at the time of the conviction)

**Convictions** given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, **if you have more than one conviction then ALL convictions must be declared**

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

Nature of Offence	Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)	Sentence(s)

## Declaration

***All information will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.***

***I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way I may be disqualified from future engagement with Enfield Music Service and that any current engagement may be terminated with immediate effect.***

***I understand that if my application is successful I will be accepted on to the Enfield Music Service Tutor Panel. However, I accept that Enfield Music Service is under no obligation to provide me with work and I am under no obligation to accept work. There is no contract of employment.***

I understand that you will deal with all the information in line with the data protection legislation.

Your signature:

Date:

Please email the completed form as an attachment to [wendy.kemp@enfield.gov.uk](mailto:wendy.kemp@enfield.gov.uk)