



HOUNSLOW MUSIC SERVICE

Instrumental & Vocal Teaching Application form

Personal details

Title:	Surname:
First Name(s):	Previous Surname:
Home Address:	Telephone (home):
	Telephone (mobile):
Postcode:	Email:
DfE No: Teacher ref number	Current Enhanced DBS: YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you on the DBS update service? YES <input type="checkbox"/> NO <input type="checkbox"/>	DBS No: Issue Date:
Are there any restrictions on your continued residence or employment in the UK? Please note we will require documentary evidence of your right to work in the UK at interview stage in accordance with the Immigration, Asylum and Nationality Act 2006. YES <input type="checkbox"/> NO <input type="checkbox"/>	

Main Teaching/ Musical Skills

Please state the instrument/ musical area, and the level to which you can teach this.

Gaps in employment – if applicable

Details/ reasons why	From	To

Education History - please list in chronological order, starting with the most recent

Establishment Name	From	To	Qualification/ subject (Degree, PGCE, GCSE Music etc)	Grade/ Award (2:1, Pass, A* etc)

Training & Professional Membership details

Please include details of any relevant training or staff development

Institution	Course/ membership & date	Award

Personal Statement – maximum 400 words

Please state why you are suitable for the position and what motivated you to apply? Your statement should provide evidence and examples of your ability to be carry out the role:

References

Please give the contact details of two referees who can be contacted to provide references in support of your application. One of these should be your current or most recent employer with whom you were employed to work with children. Please note references will be requested prior to interview, so please ensure they are aware of this application and that you have named them as a referee.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Job Title:	Job Title:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Contact No:	Contact No:

Rehabilitation of Offenders Act 1974 (as amended)

Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account during recruitment. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

In the event of being appointed, failure to disclose such conviction could result in dismissal or disciplinary action by Hounslow Music Service. Any information given will be completely confidential.

Have you been disqualified from working with children? YES [] NO []

Are you subject to sanctions imposed by a regulatory body? (DfE, TRA, DBS) YES [] NO []

If you answered yes to either of the above questions, please provide details below or submit written details in a sealed envelope addressed in confidence to the CEO:

Declaration

We are required under the General Data Protection Regulations 2018 to confirm why we collect personal and/or sensitive information from you, what we use it for and how we will store it. The personal/sensitive information that you provide to us on this form will be used and retained as a part of our Human Resource Management process. This means that we will use the information provided by applicants to inform part of our assessment during the recruitment process and for successful candidates the information will be used as part of the contract of employment and be shared with our payroll provider. We may contact other relevant organisations to check the information that you have given on this form, including for safeguarding purposes. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements I make on this form could result in my application being rejected or summary dismissal and possible referral to the teachers' regulation agency or the police if appropriate.

I agree that the information I have provided on this application for employment may be stored and processed for the purposes set out above.

Signed:

Date:

Important note: We would like to thank you in advance for applying for this role. In the interest of economy, we will only contact you if your application has been selected for interview. Once the interview date has passed you should assume that you have been unsuccessful on this occasion.

Please send your completed application form to: hr@hounslowmusic.org.uk