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*This form should be* ***typed or written clearly in black ink****. Please complete Personal Details in block capitals and ensure it is fully completed and signed on the final page. Thank you.*

**Berkshire Music Trust Application Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ref / Position Applying for |  | | | | |
| Advert Source | Company Website……Company Socials……Music Mark………..Referral……………………………… | | | | |
| **Personal Details** | | | | | |
| Full Name |  | | | | |
| Address and post code |  | | | | |
| Email address |  | | | | |
| Phone Numbers |  | | | | |
| Driving Licence | □ No licence held  □ Provisional licence only  □ Full driving licence | | | □Full driving licence currently on suspension due to ill-health or ban | |
| Do you own or have access to a car? | □ Yes  □ No | Do you have an enhanced DBS that is dated in the last 3 years? □ Yes □ No  If Yes, please give full number and date:  QTS: □Yes □ No DfE No: . . / . . . . . | | | |
| Instruments played/standard achieved/piano/keyboard  accompaniment skills |  | | | | |
| **Education History – qualifications gained after 16 years old** | | | | | |
|  | Location | | Dates | | Qualifications |
| A-Levels/Highers |  | |  | |  |
| Further Education |  | |  | |  |
| **Other qualifications**  E.g. Teaching Diploma: □Yes □ No If Yes, please detail |  | |  | |  |

|  |  |
| --- | --- |
| **Current Employment** | |
| Current job title |  |
| Employer |  |
| Start date |  |
| Address and post code |  |
| Current salary |  |
| Responsibilities & duties |  |
| Notice Period Required: |  |

**Please supply a maximum of two page CV to list previous employment experience**

|  |  |  |
| --- | --- | --- |
| **Teaching Experience (If Applicable)** | | |
| Please tick if you have experience of teaching the following types of lessons | □No teaching experience  □Individual lessons  □Small group lessons (3-6 pupils at a time) □Whole class vocal/instrumental lessons | □Whole class academic lessons  □Ensemble directing/conducting  □Leading workshops  □First Access Programmes |
| Other (please specify) | |
| Please tick which levels you have experience of teaching at | □No experience  □Beginners (beginner to grade 3)  □Intermediate (grade 4 to grade 6)  □Advanced (grade 7+) | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **References**  *Please supply the names and contact details of two referees who we can contact to support your application.* | | | | | | | |
| Current Employer Referee | | Name |  | | | | |
| Job Title |  | | | | |
| Address  Telephone:  Email address: |  | | | | |
| Relationship |  | | | | |
| May we contact this referee in advance of an interview? | | | □ Yes  □ No | | |
| Other Referee | | Name |  | | | | |
| Job Title |  | | | | |
| Address  Telephone:  Email address: |  | | | | |
| Relationship |  | | | | |
| May we contact this referee in advance of an interview? | | | □ Yes  □ No | | |
| **Declarations** | | | | | | | |
| Convictions:  Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of offenders Act 1974 (Exceptions) Order 1975. Applicants therefore are not entitled to withhold information about convictions and, in the event of being appointed, any failure to disclose such conviction could result in dismissal or disciplinary action by Berkshire Music Trust. Any information given will be completely confidential.  Do you have any convictions, cautions, reprimands or warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975? Yes  No  If yes please give further information  **Please note**: If you do not disclose any conviction you have, it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job with Berkshire Music Trust, you are convicted of a criminal offence you must inform Berkshire Music Trust of this. | | | | | | | |
| Have you applied to work for Berkshire Music Trust previously for a teaching post? | | | | | | Yes  No | |
| Have you applied to work for Berkshire Music Trust previously for an administrative post? | | | | | | Yes  No | |
| Have you been disqualified from working in Childcare? | | | | | | Yes  No | |
| Do you have a registered disability? If yes, please give RDP number: | | | | | | | |
| Do you suffer from any health condition or disability for which you might need assistance to carry out your duties or in order to attend the interview?           **YES/NO**  ( – please delete as appropriate).  If YES, please give details and you will be required to complete an Occupational Health Assessment form if your application is successful: | | | | | | | |
| If you need any reasonable adjustments for the application process or interview, please advise of you requirements below? | | | | | | | |
| Are you eligible to work in the UK? | | | | | | Yes  No | |
| I declare that the information given in this application form is true and I must notify Berkshire Music Trust CEO or DSL in writing immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children.  CANVASSING IN ANY FORM WILL DISQUALIFY A CANDIDATE  Berkshire Music Trust is an equal opportunities employer. Decisions relating to employment are made with regard ONLY to the requirements of the post. No applicant or employee will be treated less favourably than any other on grounds of race, gender, disability, marital status or age.  Should the information contained in this document be held on a computer, any item of personal data will be subject to and comply with GDPR and Berkshire Music Trust Data Protection Policy.  Berkshire Music Trust fully recognises its responsibilities for child protection and ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children. Full details of our policy can be viewed on our website [www.berkshireMusic Trust.org.uk](http://www.berkshiremaestros.org.uk) | | | | | | | |
| Signed |  | | | Date | | |  |

This form should be completed and returned electronically in full to [jobs@berksmusictrust.org.uk](mailto:jobs@berksmusictrust.org.uk). Alternatively please send in the post to: Human Resources, Berkshire Music Trust, Stoneham Court, 100 Cockney Hill, Reading, RG30 4EZ