**Bury Music Service**

We are a not-for profit organisation, and the only music education provider in Bury endorsed and supported by Arts Council England. Our passionate, friendly teachers are fully qualified and consistently deliver high exam pass rates.

Our Music Centre is an energetic and versatile place and represents different things to different people. It’s a bustling workspace for our teachers, a learning space for our students, and a fun environment for parents and families to visit.

**Completing your form**

Please read the application form, job description, person specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified

You will only be shortlisted if you meet the essential requirements of the job specification. The decision to shortlist you for interview will be solely based on the information you provide in the application form.

Please return your form by email.

**Equality Act**

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity.

**Disabled Candidates**

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements. Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

**Criminal Records Declaration**

All applicants are to complete and return the Criminal Records Declaration Form. Bury Music Service recognises the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role.

However the nature of some posts requires us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions.

**Data Protection**

Any data requested and supplied through our job application will be used for recruitment purposes only. Successful applicant information will be retained as part of the employee record.

**Return this Application Form to:**

[gemma.price@burymusic.co.uk](mailto:gemma.price@burymusic.co.uk)

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| **CONFIDENTIAL** |

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| **POST TO WHICH YOU ARE APPLYING:** Click or tap here to enter text. |

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| **PERSONAL DETAILS** | |
| **Surname/Family Name:** Click or tap here to enter text.  **Forename(s):** Click or tap here to enter text.  **If relevant, please state any other surname/family**  **name used previously:** Click or tap here to enter text. | |
| **Address:** Click or tap here to enter text.  **Post Code:** Click or tap here to enter text. | **Daytime contact telephone numbers**  **Work:** Click or tap here to enter text.  **Home:** Click or tap here to enter text.  **Mobile:** Click or tap here to enter text.  **Email:** Click or tap here to enter text. |

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| **DfE Reference Number:**  Click or tap here to enter text. | **National Insurance Number:**  Click or tap here to enter text. |
| **Date of award of Qualified Teacher Status (QTS):** Click or tap here to enter text.  **(if after 7 May 1999) have you completed your induction year?**  **YES  NO**  **If no, please give details of outstanding induction period:**  Click or tap here to enter text. | |

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| **EMPLOYMENT** | |
| Please give details of your current or most recent employment. Please also provide details of any other employment which, if appointed to this post, would mean you would be working an average of more than 48 hours per week. | |
| **Post title:** Click or tap here to enter text.  **Place of work:** Click or tap here to enter text.  **Address:** Click or tap here to enter text.  **Post Code:** Click or tap here to enter text.  **Telephone no:** Click or tap here to enter text. | **Salary details**  **Salary (per annum):**  Click or tap here to enter text.  **Scale Point (if applicable):**  Click or tap here to enter text.  **Additional Allowances e.g. UPR/TLR (if applicable):**  Click or tap here to enter text. |
| *Please use additional sheets as necessary.*  **Main duties and responsibilities:** Click or tap here to enter text.  **Date appointed:** Click or tap here to enter text.  **Date left (if applicable):** Click or tap here to enter text. | |
| If appointed, please give the date on which you could commence employment:  Click or tap here to enter text.  Please specify your reason for leaving or for looking for a new post:  Click or tap here to enter text. | |

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| **EMPLOYMENT HISTORY** |
| Please give details of all previous jobs and work experience since leaving full time education. Please list any periods where you were **not** in full time employment, education or training, giving details of activity during this period (for example periods of unemployment, voluntary work, travelling etc.) |

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| **From**  **Month/Year** | **To**  **Month/Year** | **Jobs held and brief details, plus information on other periods** | **Scale**  **Allowance/**  **Salary** | **Reason for Leaving** |
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| **EDUCATION & QUALIFICATIONS – HIGHER EDUCATION** | | | | |
| If you are a primary teacher, please give the age range you are trained to teach and (if applicable) your curriculum specialism. If you are a secondary teacher, please give the subjects you’re trained to teach and the level to which you can teach them. | | | | |
| **Place of study** | **Dates** | **Main Subjects** | **Subsidiary Subjects** | **Qualifications gained, e.g. degree, certificate, doctorate, diploma etc. (including classification)** |
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| **SECONDARY & FURTHER EDUCATION** | | | |
| School or establishment attended | Subjects taken | Grades | Dates |
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| **RELEVANT COURSES ATTENDED IN THE LAST FIVE YEARS** | |
| **Details of courses including training provider** | **Dates attended** |
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| **EQUALITIES** |
| Bury Music Service is an equal opportunities employer and has publicly committed to the “Disability Confident Scheme”. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the role profile, are guaranteed an interview.  I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview Scheme |

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| **YOUR PERSONAL STATEMENT & SUITABILITY FOR THE JOB** |
| *Please use additional sheets as necessary*  Click or tap here to enter text. |

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| **ADDITIONAL INFORMATION** |
| **Relationships**  Are you related to or in a significant relationship with any Bury Music Service employee (including Head of Service or Deputy) or a member of any governing body relevant to this appointment?  If YES, give name Click or tap here to enter text.  Relationship Click or tap here to enter text. |

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| **CRIMINAL RECORDS DECLARATION** |
| All Applicants are to complete, sign and return the **Criminal Records Declaration Form**  As this post involves working with children and/or vulnerable adults, if you are offered the post you will be subject to an enhanced Disclosure and Barring Service check. You must disclose all convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended 2013).  Failure to disclose this information could result in the withdrawal of a job offer, disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to your application.  Are you subject to any NCTL barring or prohibition order?  YES  NO  If YES state when Click or tap here to enter text. |

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| **DISMISSAL** |
| Other than for reasons of redundancy or capability, have you ever been dismissed from employment from any employer, including employment agencies?  NO  YES  If YES please give details, stating from where and the reasons for the dismissal  Click or tap here to enter text.  Have you ever been dismissed on grounds of capability in the last two years from any employer, including agencies?  NO  YES |

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| **REFERENCES** | |
| Please give the names and addresses of two people to whom we may write for reference. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity. | |
| **REFEREE 1**  **(present and most recent employer)** | **REFEREE 2 (Pease see above notes)** |
| Name: Click or tap here to enter text.  Job Title: Click or tap here to enter text. | Name: Click or tap here to enter text.  Job Title: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | Address: Click or tap here to enter text. |
| Mobile no: Click or tap here to enter text.  Work no: Click or tap here to enter text.  Email: Click or tap here to enter text. | Mobile no: Click or tap here to enter text.  Work no: Click or tap here to enter text.  Email: Click or tap here to enter text. |
| References are taken up for all shortlisted candidates. Bury Music Service reserves the right to contact any previous employer in relation to your application.  If you do not wish a reference to be taken up at shortlisting stage, please state why  Click or tap here to enter text. | |
| You may use a Bury Music Service employee as a referee. Ideally they should not be directly involved in the recruitment process (unless no alternative exists). However, any attempt to influence the process in your favour or on your behalf will disqualify you. | |
| Signature: Click or tap here to enter text.  Date: Click or tap here to enter text. | |