**APPLICATION FORM**

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| Position applied for: Instrumental/Vocal Teacher | |
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| SECTION 1 PERSONAL DETAILS | |
| Surname: | Forename(s): |
| Address: | Known as/preferred name: |
| Town: | Title (Mr, Mrs, Miss, Ms, Dr, other): |
| County: | Tel (Home): |
| Postcode: | Tel (Mobile): |
| Do you have the right to work in the UK?  Yes  No | Email: |

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| SECTION 2  EDUCATION (in chronological order, most recent first) | | | | | |
| **Institution(s) attended** | | **Dates** | **Qualifications gained (copies of certificates will be required if offered employment with SFE)** | | **Grades achieved** |
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| SECTION 3 PROFESSIONAL TRAINING AND DEVELOPMENT  Please include details of any relevant training or staff development undertaken | | | | | |
| **Institution attended/course provider** | **Course title and level (if appropriate)** | | | **Start/end dates** | |
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| **INTERESTS** (e.g. hobbies, sports) | | | | | |

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| SECTION 4CURRENT/MOST RECENT EMPLOYMENT | | | | | |
| Employer’s Name: | | | Position: | | |
| Employer’s Address | | | Salary: | | |
| Start date: | | |
| End date: | | |
| Postcode: | | | Notice Period: | | |
| Contact name: | | | Reason for leaving: | | |
| **Brief description of duties/responsibilities:** | | | | | |
| Number of additional sheets used: | | | | | |
| **PREVIOUS EMPLOYMENT/EXPERIENCE (listed chronologically).** Please include details of both paid and voluntary work and account for any gaps in employment. | | | | | |
| **Employer’s name/ address** | **Dates (From – To)** | **Position** | | | **Brief outline of responsibilities/duties** |
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| **SECTION 5 PERSONAL STATEMENT**  **YOUR PERSONAL STATEMENT SHOULD PROVIDE EVIDENCE/EXAMPLES OF HOW YOU MEET THE PERSON SPECIFICATION AND YOUR ABILITY TO CARRY OUT THE JOB DESCRIPTION.** | | | | | |
| Please use a separate sheet if required. | | | | | |
| Number of additional sheets used: | | | | | |
| **SECTION 6 REFEREES** | | | | | |
| Please give the names, addresses and occupations of two referees, one of whom should be your present or last employer. The second referee must be within the last 5 years and be known to you in a professional capacity. | | | | | |
| **First Referee** | | | | **Second Referee** | |
| Name: | | | | Name: | |
| Tel No: | | | | Tel No: | |
| Email: | | | | Email: | |
| Occupation: | | | | Occupation: | |
| Relationship to you: | | | | Relationship to you: | |
| **Please note that all references will be taken up prior to interview. We reserve the right to contact previous employers stated on your application (if necessary). By signing this application form, you give us your consent to do so.** | | | | | |
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| **CRIMINAL CONVICTIONS OR CAUTIONS** | | | | | |
| Do you have any cautions or warnings? Yes  No  Have you ever been convicted of a criminal offence (subject to the Rehabilitation of Offenders Act)? Yes  No | | | | | |
| A check as to the existence and content of a criminal record will be requested from the Disclosure & Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.  Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.  Please give details of any criminal convictions that you may have in an additional document. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered ‘spent’ under the terms of the Act.  The Disclosure & Barring Service helps employers to check records, which were previously held by the police, the Department of Health and the Department for Children, Schools and Families.  Different levels of disclosure can be provided, according to the type of work applied for. The job for which you have applied necessitates an Enhanced Disclosure.  Enhanced disclosures contain convictions, cautions, reprimands and warnings held on the Police National Computer. | | | | | |
| **DECLARATION** | | | | | |
| As the employment applied for is classified as 'regulated activity', SFE's recruitment procedure is compliant with current “Keeping Children Safe in Education” (KCSIE) guidance. Therefore, a CV will not be accepted unless accompanied by this application form.  In line with the KCSIE guidance, SFE may carry out an online search about you for information that is publicly available. This will only be undertaken for shortlisted candidates prior to interview. Any information found which may make the applicant unsuitable to work with children will be given to the interviewing manager so that it can be discussed with the applicant at interview.  To the best of my knowledge and belief, the information on this application form is correct.  Signed Date | | | | | |

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| **Please return this completed application to:** |
| [recruitment@servicesforeducation.co.uk](mailto:recruitment@servicesforeducation.co.uk) |

**Job Advertisement - How did you first hear about this job?**

Services For Education website

Website / Job Board Please state

Recruitment agency Please state

Word of mouth Please state

Other Please state

**Data Protection Act 2018**

The information detailed in this application form may be used by Services for Education in the monitoring and progression of its recruitment process. Information will be kept securely for the purpose of the recruitment process only. Application forms of unsuccessful candidates will be kept for twelve months before being destroyed following an appointment to the job.

Please see [www.servicesforeducation.co.uk](http://www.servicesforeducation.co.uk) for details of our privacy policies