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APPLICATION FORM

Please complete clearly in black or typescript – or use ‘ overtyp e’ if editing on a PC.

Instrument(s):
Area (ie: Worcestershire, Devon)
Post Applied for: Full Time Part Time Evening (please tick)

Surname		Title	
First Name(s)			
Address			
Post Code		Daytime Number	
Fax Number		Evening Number (if different from above)	
E-mail Address		Mobile Number	

EDUCATION AND QUALIFICATIONS			
Please give details of qualifications achieved or being undertaken. Newly qualified teachers should attach copies of their degree and any other teaching qualifications.		Teacher Ref No. ____ / ____	
Name at time of Qualification for degree or teaching qualification (if different from above)			
Name of School/College/University etc.	Period of Study		Subject & Type (include date of qualification)
	From	To	

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Name of School/College/University etc.	Period of Study		Subject & Type (include date of qualification)	Grade
	From	To		

<p><u>Vocational, Professional or other relevant Training and Qualifications</u></p>

TEACHING EXPERIENCE

Current Teaching Position	If part-time include in the "Scale" column what % of full time
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L.E.A./ Private	Name and Type of School	Roll	Scale & Salary	Age Group Taught	Date Appointed	
					From	To

Teaching Experience If part-time include in the "Scale" column what % of full time

L.E.A./ Private	Name and Type of School	Roll	Scale & Salary	Age Group Taught	Date of Service	
					From	To
L.E.A./ Private	Name and Type of School	Roll	Scale & Salary	Age Group Taught	Date of Service	
					From	To

Other Employment
 If part-time include in the "Position Held" column what % of full time. If relevant, details of vacation/casual work should be given in "Relevant Skills and Experience".

Employer	Position Held	From	To

RELEVANT SKILLS AND EXPERIENCE

Please give details of any experience and skills that you feel are relevant to the post and particularly to any selection criteria listed for the post. Include a description of your duties in your present job if appropriate, and details of experience and skills gained in previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities.

Relevant skills and experience (Continue of further sheets if necessary)

National Insurance Number:	
Police Check Number:	
Would you need a work permit in order to take up this post?	
If you are currently employed, please give your salary:	
Do you have a full UK Driving License?	
Do you currently own your own vehicle?	
When would you be available to start work?	
Where did you see this post advertised?	

MEDICAL DETAILS

Please give details of any medical conditions that may affect your job.

REFEREES

Please give details of two referees who can confirm that you meet the selection criteria for the post. If you are (or have recently been) employed, one should be your current or last employer. If you are (or have recently been) a student, one should be a senior staff member from your place of study. If you have been employed in a Social Services Department or similar agency, one referee should be that employer.

Referee 1		Referee 2	
Name		Name	
Position		Position	
Address		Address	
Post Code		Post Code	
Telephone No.		Telephone No.	
E-mail Address		E-mail Address	
Fax Number		Fax Number	
May we contact this referee without further authority from you?	Yes / No	May we contact this referee without further authority from you?	Yes / No

Please note that it will not normally be possible to make a formal offer of appointment until satisfactory references have been obtained.

Please also note that any offer of work will be subject to satisfactory medical clearance and also where appropriate a satisfactory police check for which you will be required to complete a form declaring any convictions and cautions.

DECLARATION			
If submitting an e-mail application, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign this application at a later stage of the selection process.			
The information I have given on this form is true and accurate to the best of my knowledge.			
Signed:		Date:	

FOR ESTABLISHMENT USE ONLY		
Application received on	Candidate notified of results on	INTERVIEWED BY
		1.
		2.

		3.	
		4.	
Candidate Shortlisted:	Yes / No	Candidate accepted post: Verbally on: In writing on:	
Interview Date:			
Invitation to Interview sent on:			
Post Offered:	Yes / No	Starting Date:	

EQUAL OPPORTUNITY POLICY

Music for You Ltd is an Equal Opportunity employer. Music for You operates a policy whose aim is to ensure that unfair discrimination does not take place in recruitment. In order to help the Company monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below.

This information is confidential and does not form part of your application. This slip will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

Surname		Initials		Date of Birth			
				Day	Month	Year	
1	Are you?			Male		Female	
2	Do you consider you have a disability?					Yes / No	
3	Are you currently employed by a County Council?					Yes / No	
4	To which of these groups do you consider you belong? (tick only)						
	(a)	WHITE					
		British		01	Irish		02
		Any other white background		19	(please write in)		
	(b)	MIXED					
		White and Black Caribbean		21	White and Black African		22
		White and Asian		23	Any other mixed background		28
							(please write in)
	(c)	ASIAN OR ASIAN BRITISH					
		Indian		41	Pakistani		42
		Bangladeshi		43	Any other Asian background		44
							(please write in)
	(d)	BLACK OR BLACK BRITISH					
		Caribbean		61	African		62
		Any other Black background		63			
							(please write in)
	(e)	CHINESE OR OTHER ETHNIC GROUP					
		Chinese		81	Any other ethnic background		85
							(please write in)

Thank you for your co-operation.

INFORMATION FOR CANDIDATES WITH A DISABILITY

Music for You welcomes applications from all sectors of the community, including candidates with a disability.

Definition

The Disability Discrimination Act 1995 defines disability as:

"a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities"

You can obtain further advice from Disability on the Agenda. Tel: 0345 622633

Arrangements if selected for interview

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

Interview information on audit tape	<input type="checkbox"/>	Induction loop in interview room	<input type="checkbox"/>
Interview information in large print format	<input type="checkbox"/>	Wheelchair-accessible location for interview	<input type="checkbox"/>
Sign language or other assistance with communication at interview (please specify the exact type of service required)	<input type="checkbox"/>	Car parking space for interview	<input type="checkbox"/>
		Facility for personal carer, assistant or other person to accompany you at interview	<input type="checkbox"/>

Other Requirement(s) - please give details

Arrangements if appointed

Please give below details of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.