

Application Form:

Internal Use only

Ref NoDate Received

Chetham's Foundation – Chetham's Library

Role:



CHETHAM'S
LIBRARY

[All relevant information to be put on Application Form, CVs but can be supplied in addition]

Please ensure that you **fully** complete **all** sections of the application, paying particular attention to the Employment History section and identifying any gaps.

Due to sharing the site with Chetham's School of Music this application covers all statutory safeguarding requirements for positions within Chetham's Foundation.

Section 1: Personal details

PLEASE PROVIDE A COVERING LETTER WITH YOUR APPLICATION FORM

Title:	Forenames:	Surname:
National Insurance number:		Former name(s):
		Preferred name:
Address:		Telephone number(s)
Resident at this address since:		Home:
Do you hold a Valid UK driving licence YES NO		Work:
		Mobile:
		Email address:
Are you eligible for employment in the UK?		Yes No
If No, Please provide details.		
Please confirm if you have ever: Been or lived outside of the UK for a period of 3 months or more at any one time within the last 5 years? If yes please advise which country or countries and for what period of time	Yes	No
Do you know or are you related to any member of Chetham's Foundation staff (including Chetham's Library, Chetham's School of Music and The Stoller Hall), If yes - please provide information by separate cover	Yes	No
Have you ever been barred from working with children? If yes, please provide details by separate cover.	Yes	No
Have you ever been dismissed from a post? If yes, please provide details by separate cover.	Yes	No

Section 2: Education

Please start with most recent

Please provide details of **all** qualifications. Please be aware you will be required to produce original certificates for any qualifications entered in this section, relevant to the advertised post, if selected for interview. Please ensure all required qualifications, linked to the Person Specifications of the role are recorded here.

Name of school/college/university			Dates of attendance	
Examinations	Subject: Degree	Result	Date	Awarding body
Name of school/college/university			Dates of attendance	
Examinations	Subject:	Result	Date	Awarding body
Name of school/college/university			Dates of attendance	
Examinations	Subject: GCSE	Result	Date	Awarding body

Section 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received, **linked to the Person Specification** of the role which you consider to be **relevant**. Please be aware you will be required to produce original certificates for any training entered in this section if selected for interview.

Section 4: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable): Still currently
employed

Current salary / salary on
leaving:

Due to being part of Chetham's Foundation, if you have ever held a teaching position (regardless of the position you are currently applying for) please complete the next two questions below, if you have never held a teaching post please leave blank.

If you have held a teaching position, have you ever been subject to an investigation by the General Teaching Council or DfE? If yes, please provide details separately

Yes

No

Have you ever been subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from teaching or being involved in the management of an independent school? IF Yes, please provide details by separate cover.

Yes

No

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5: Previous employment and / or activities since leaving secondary education

Name of employer		Dates of employment	
Address of employer:	Position held and / or duties:	Reason for leaving:	

Name of employer		Dates of employment	
Address of employer:	Position held and / or duties:	Reason for leaving:	

Name of employer		Dates of employment	
Address of employer	Position held and / or duties	Reason for leaving:	

Section 6: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please detail these below.

Dates	Details

Section 7: Interests

Please share any of your interests or hobbies outside of your current job role

Section 8: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. **Continue on a separate sheet if necessary.**

Section 9: References.

For all roles across the Chetham's Foundation, comprising of Chetham's Library, Chetham's School of Music and The Stoller Hall we are governed by the statutory safeguarding requirements for Schools due to sharing the site with a School. These regulations apply regardless of which part of the Foundation the role sits within. Therefore the requirements for references are outlined below.

Please supply the names and contact details of two people who we may contact for references. **One of these must be your current or most recent employer.** Due to sharing the site with Chetham's School of Music and being part of the Chetham's Foundation we are required to request references from the last time you worked with children (if applicable).

Neither referee should be a relative or someone known to you solely as a friend. Chetham's Foundation intends to take up references from all shortlisted candidates before interview. The Foundation reserves the right to take up references from any previous employer.

REFERENCES CONSENT

I hereby consent to the referees whose names and relevant contact details I have set out below providing a reference to **Chetham's Foundation** for the purpose of assessing my suitability for employment with the organisation. I authorise my referees to provide either written and/or verbal references, and this includes both referees who are previous employers and non-work related personal or character referees. I agree that any reference provided about me may include information related to (but not necessarily limited to): my job title and job duties, dates of employment, reasons for leaving, final salary, competence, attitude, ability to manage workload and work without supervision, honesty, attendance record, timekeeping record, relations with colleagues and clients, disciplinary record, performance management record, grievances raised and days and instances of sickness absence.

I understand that I have a genuine choice as to whether I wish my referees to provide a reference about me. My explicit consent to the provision and release of a reference to the Foundation by my referees is therefore freely given and informed. Finally, I understand that I have the right to withdraw my consent at any time and that I may do this by contacting my referees directly.

I acknowledge that I have been notified that the Foundation will process any references provided by my referees in accordance with the terms of the privacy notice for job applicants that can be viewed on the website of Chetham's School of Music. This sets out why the Foundation wishes to process references about me and the lawful basis for doing so, i.e. it is necessary for the purposes of the Foundation's legitimate interests in conducting due diligence on prospective staff and assessing their suitability for employment.

Name: Signed:..... Date:.....

Referee 1

Name:

Occupation:

Relationship to applicant:

Organisation:

Address:

Telephone number:

Email address:

May we contact prior to Interview? **YES** **NO**

Section 9: References.

For all roles across the Chetham's Foundation, comprising of Chetham's Library, Chetham's School of Music and The Stoller Hall we are governed by the statutory safeguarding requirements for Schools due to sharing the site with children. This is regardless of which part of the Foundation the role sits within. Therefore the requirements for references are outlined below.

Please supply the names and contact details of two people who we may contact for references. **One of these must be your current or most recent employer.** Due to sharing the site with Chetham's School of Music and being part of the Chetham's Foundation we are required to request references from the last time you worked with children (if applicable).

Neither referee should be a relative or someone known to you solely as a friend. Chetham's Foundation intends to take up references from all shortlisted candidates before interview. The Foundation reserves the right to take up references from any previous employer.

REFERENCES CONSENT

I hereby consent to the referees whose names and relevant contact details I have set out below providing a reference to **Chetham's Foundation** for the purpose of assessing my suitability for employment with the organisation. I authorise my referees to provide either written and/or verbal references, and this includes both referees who are previous employers and non-work related personal or character referees. I agree that any reference provided about me may include information related to (but not necessarily limited to): my job title and job duties, dates of employment, reasons for leaving, final salary, competence, attitude, ability to manage workload and work without supervision, honesty, attendance record, timekeeping record, relations with colleagues and clients, disciplinary record, performance management record, grievances raised and days and instances of sickness absence.

I understand that I have a genuine choice as to whether I wish my referees to provide a reference about me. My explicit consent to the provision and release of a reference to the Foundation by my referees is therefore freely given and informed. Finally, I understand that I have the right to withdraw my consent at any time and that I may do this by contacting my referees directly.

I acknowledge that I have been notified that the Foundation will process any references provided by my referees in accordance with the terms of the privacy notice for job applicants that can be viewed on the website of Chetham's School of Music. This sets out why the Foundation wishes to process references about me and the lawful basis for doing so, i.e. it is necessary for the purposes of the Foundation's legitimate interests in conducting due diligence on prospective staff and assessing their suitability for employment.

Name: Signed:..... Date:.....

Referee 2

Name:

Occupation:

Relationship to applicant:

Organisation:

Address:

Telephone number:

Email

May we contact prior to Interview? **YES NO**

Section 10: Recruitment

It is the Chetham's Foundation policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

All new appointments are subject to a probationary period.

For any post that is time or task dependant, or solely offered on time limited availability of external funding, continuing employment will be dependent on those factors, and as such may be brought to an end before that date by either side giving notice. Chetham's Foundation recognises all statutory rights as determined by the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations (Oct 02).

Chetham's Foundation is committed to safeguarding and promoting the welfare of children and young people who are part of Chetham's School of Music, or child visitors, and expects all staff and volunteers to share this commitment.

A copy of the organisation's recruitment policy and Safeguarding Child Protection policy are available with this application form for download from the Chetham's School of Music website. Please take the time to read them.

If your application is successful, Chetham's Foundation will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 11: Declarations

- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to Chetham's Foundation processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**
- **I consent to Chetham's Foundation making direct contact with the people specified as my referees to verify the reference.**
- **I consent to Chetham's Foundation using, when deemed necessary, the Home Office, Online Right to Work Checking Service" to provide proof of my right to work in the UK.**
- **I consent to Chetham's Foundation undertaking an online check of information about me within the public domain, as necessary during the recruitment and selection process**

Name:	
Signed:	
Date:	

Please return your completed application: Rosie Pedder, HR Manager
Chetham's School of Music & Chetham's Library
Long Millgate
Manchester
M3 1SB

Email to: hr@chethams.com

Please identify where you saw the advert for this position: