

# Application Form

Internal Use only

Ref No .....Date Received .....

Role:



**[All relevant information to be put on Application Form, CVs are not acceptable]**

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

**Section 1: Personal details PLEASE PROVIDE A COVERING LETTER WITH YOUR APPLICATION FORM**

Title:	Forenames:	Surname:	
National Insurance number:		Former name(s):	
		Preferred name:	
Teacher's DfE Dept Ref No (if applicable)			
Address:		Telephone number(s)	
Postcode:		Home:	
Resident at this address since:		Work:	
Do you hold a Valid UK driving licence YES <input type="checkbox"/> NO <input type="checkbox"/>		Mobile:	
		Email address:	
Are you eligible for employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Do you know anyone, or are you related to anyone associated with Chetham's (including student or former students)? If yes - please provide information by separate cover		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been barred from working with children? If yes, please provide details by separate cover.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed from a post? If yes, please provide details by separate cover.		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**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.

<b>Name of school/college/university</b>			<b>Dates of attendance</b>	
<b>Examinations</b>	<b>Subject</b>	<b>Result</b>	<b>Date</b>	<b>Awarding body</b>
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### 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):

Current salary / salary on  
leaving:

Do you have Qualified Teacher status?

Yes

No

If so, have you ever been subject to an investigation by the Teaching Regulation Agency 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

NQT ONLY: Have you provided evidence of passing the Skills tests?

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**

<b>Name of employer</b>		<b>Dates of employment</b>	
<b>Address of employer</b>	<b>Position held and / or duties</b>	<b>Reason for leaving</b>	
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**Section 5: Previous employment and / or activities since leaving secondary education**

Please continue on a separate sheet if necessary

<b>Name of employer</b>		<b>Dates of employment</b>	
<b>Address of employer</b>	<b>Position held and / or duties</b>	<b>Reason for leaving</b>	
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<b>Address of employer</b>	<b>Position held and / or duties</b>	<b>Reason for leaving</b>	

**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.

<b>Dates</b>	<b>Details</b>

**Section 7: Interests**

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

## **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.**

**If the role you are applying for is as an ACCOMPANIST - Please ensure you provide the School with a listing of your repertoire .**

**Section 9: References.** 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.** If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. **Neither referee should be a relative or someone known to you solely as a friend.** The School intends to take up references from all shortlisted candidates before interview. The School 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 School of Music** for the purpose of assessing my suitability for employment with the School. 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 School 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 School 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 School’s website. This sets out why the School wishes to process references about me and the lawful basis for doing so, i.e. it is necessary for the purposes of the School’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**



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

**Referee 2**

Name

Occupation

Relationship to applicant

Organisation:

Address:

Telephone number:

Email address:

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

## Section 10: Recruitment

It is the School's 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. The School recognises all statutory rights as determined by the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations (Oct 02).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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

If your application is successful, the School 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 the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**
- **I consent to the School making direct contact with the people specified as my referees to verify the reference.**
- **I consent to the School 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 the School undertaking an online check of information about me within the public domain, as necessary during the recruitment and selection process.**

<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

### Please return your completed application:

or

Chetham's School of Music  
Long Millgate  
Manchester  
M3 1SB

**Email to:**

**Please identify where you saw the advert for this position .....**