Please return completed application forms to recruitment@kent-music.com

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| **JOB TITLE: Instrumental Teacher – [Please add instrument vacancy that you are applying for]**  |

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| **PLEASE STATE FIRST INSTRUMENT/VOICE:** |  |

**PERSONAL DETAILS**

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| --- | --- |
| Surname: | Title: |
| First names: |
| Home Address:Postcode: |
| Home telephone number: May we contact you on this number? [ ] YES [ ]  NO | Mobile telephone number: May we contact you on this number? [ ]  YES [ ]  NO |
| E-mail address:  |
| Address for correspondence (if different from above):Postcode: |
| Driving Licence: [ ] No driving licence held [ ] Provisional licence only [ ] Full driving licence  |
| Do you own/have use of a car? [ ] Yes [ ] No  |
| Teacher Reference Number (TRN), if you have one:  |
| Do you have a current Enhanced Disclosure Barring Service (DBS) certificate? [ ] Yes [ ] No |
| Do you require a work permit to work in the UK? (if Yes, please provide evidence) [ ] YES [ ]  NO |

**SELF DISCLOSURE FOR POSTS INVOLVING CONTACT WITH CHILDREN**

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| Kent Music is committed to safeguarding children from physical, sexual and emotional harm.Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). As a child protection measure we require applicants for posts involving contact with children to declare these. If declared, and if you are shortlisted, you will be required to supply details of any criminal convictions before interview.Have you ever been convicted of any criminal offences? [ ] Yes [ ] NoNOTE: You are advised that under the provisions of Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including ‘spent’ convictions, warnings and reprimands.ONLINE SEARCHES: In line with Keeping Children Safe in Education (KCSIE) 2024, Kent Music may conduct online searches for safeguarding purposes when assessing shortlisted candidates. These searches are designed to help identify any incidents or concerns publicly available online that may need to be addressed during the interview process. Searches will be conducted according to Kent Music Guidance for Recruiters on Conducting Online Searches. |

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| Please indicate the days you would be available to teach for Kent Music and the areas you would be willing to travel to. Please note that if specific areas and days/times are given in the job advert we will shortlist against availability at these times.[ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday [ ]  Saturday Please tick the Area’s advertised and any additional areas you are willing to teach in.[ ]  Maidstone [ ]  Tonbridge & Malling [ ]  Folkestone/Hythe [ ]  Swale[ ]  Tunbridge Wells [ ]  Sevenoaks [ ]  Canterbury [ ]  Thanet[ ]  Dover [ ]  Gravesham [ ]  Dartford [ ]  Ashford [ ]  Shepway  |
| Notice period/availability to start:  |
| Please detail instruments played & standard achieved on each:Please detail any piano/accompaniment skills:  |  |

**REFERENCES**

Please give details of two persons, one of whom must be your present or most recent employer from whom a confidential reference may be obtained. Work related references are required wherever possible and personal references will only be acceptable for students or candidates without previous employment history. References will be requested after shortlisting.

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| --- | --- |
| Name: | Position: |
| Organisation: |
| Address: |
| Postcode: | Telephone: |
| Email: |

[ ]  Please check the box to confirm we can contact this referee prior to interview

|  |  |
| --- | --- |
| Name: | Position: |
| Organisation: |
| Address: |
| Postcode: | Telephone: |
| Email: |

[x]  Please check the box to confirm we can contact this referee prior to interview

**PRESENT EMPLOYMENT** – (If self-employed please give details)

|  |  |
| --- | --- |
| Name and address of Employer: | Position held: |
| Date started: | Present salary and grade: |
| Please write a brief description of your present duties/responsibilities saying who you report to and if appropriate, who reports to you.  |

**PREVIOUS EMPLOYMENT** (most recent first)

*Please list previous employment below and account for any gaps.*

|  |  |
| --- | --- |
| Name and address of Employer: | Position held: |
| Date From-To: | Leaving Salary: |
| Nature of work, duties and reasons for leaving:  |

|  |  |
| --- | --- |
| Name and address of Employer: | Position held: |
| Date From-To: | Leaving Salary: |
| Nature of work, duties and reasons for leaving:  |

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| Name and address of Employer: | Position held: |
| Date From-To: | Leaving Salary: |
| Nature of work, duties and reasons for leaving:  |

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| --- | --- |
| Name and address of Employer: | Position held: |
| Date From-To: | Leaving Salary: |
| Nature of work, duties and reasons for leaving:  |

*Please list any other employment below and account for any gaps.*

**PREVIOUS EMPLOYMENT SUMMARY AND/OR GAPS IN EMPLOYMENT**

**Please give details of ANY earlier periods of employment history and where there have been any gaps in employment please provide an explanation for these periods (e.g. travelling/ maternity leave /carers duties)**

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| **Date from: (Month/Year)** | **Date to: (Month/Year)** | **Position held and Name of Employer AND / OR Reason for gap in employment** | **Reason for leaving**  |
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**EDUCATION AND TRAINING**

**Secondary Education:**

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| --- | --- | --- | --- |
| From:  | To: | School(s) and Town  | Examinations taken and grades obtained |
|  |  |  |  |

**Further and Higher Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| From:  | To: | Place of Education | Courses, Degrees, Diplomas and grades obtained |
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**Short and Part-time Courses (including any relevant CPD, in-service training or Professional Development courses)**

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| --- | --- |
| Dates: | Details: |
|  |  |

**Membership of Professional Bodies (and whether achieved by examination or experience)**

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| --- | --- |
| Dates: | Details: |
|  |  |

**Other interests, hobbies and voluntary roles**

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**Personal Statement:**

Please state why you are applying for this role. With reference to the job description, please show how you meet the requirements of the role and state why your qualifications and experience make you a suitable candidate.

Please make sure you address the criteria listed in the Person Specification in Section 6 of the Job Specification. We shortlist on the information provided on this basis.

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**Do you consider yourself to have a disability?** [ ]  **Yes** [ ]  **No**

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you with your application or to make any stage of our recruitment process as accessible as possible.

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**Where did you hear about this vacancy?**

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I certify that to the best of my knowledge the information in this application form is correct and I accept that providing deliberately false information could result in my dismissal. I give consent to use the personal information I have provided in accordance with GDPR, the Data Protection Act 2018 and Kent Music Privacy Policy.

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| --- | --- | --- | --- |
| Signed: | : | Date: |  |

**Privacy & Data Protection:** The information that you provide to us during the recruitment process will only be used in relation to the recruitment exercise to fill the above role. We will not pass the details recorded on this form on to any other organisation without your permission. The information will not be held beyond the completion of the recruitment process, i.e. for no more than 6 months from the vacancy closing. Only successful candidates’ documentation will be retained beyond this period, and these will form their personnel records for ongoing employment purposes.

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