

# APPLICATION FORM



Return completed application forms to [recruitment@kent-music.com](mailto:recruitment@kent-music.com)

<b>POSITION YOU ARE APPLYING FOR:</b>

## PERSONAL DETAILS

Surname:	Title:
First names:	
Home Address:	
Postcode:	
Home telephone number: May we contact you on this number? <input type="checkbox"/> Yes <input type="checkbox"/> No	Work telephone number: May we contact you on this number? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile telephone number: May we contact you on this number? <input type="checkbox"/> Yes <input type="checkbox"/> No	E-mail address:
Address for correspondence (if different from above)	
Postcode:	
Do you have a current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you own/have use of a car? <input type="checkbox"/> Yes <input type="checkbox"/> No
If the post you are applying for is TEMPORARY, PART-TIME or JOB SHARE, please indicate the period/preferred times of day you would be available:	
Do you have a current Enhanced Disclosure Barring Service (DBS) certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require a work permit to work in the UK? (if Yes, please provide evidence) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If offered this post, how much notice are you required to give (if you are not in employment when would you be free to start)?	

## SELF DISCLOSURE FOR POSTS INVOLVING CONTACT WITH CHILDREN

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  No

**NOTE:** 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.

## REFERENCES

Please give details of two referees, one of whom must be your present or most recent employer from whom a confidential reference may be obtained. References will be requested after interview and only for the successful candidate.

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

Please check the box to confirm we can contact this referee

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

Please check the box to confirm we can contact this referee

**CURRENT EMPLOYMENT**

Name of employer:	Position held:
Address:	
Date started:	Salary:
Nature of work, duties:	

**PREVIOUS EMPLOYMENT (most recent first)**

Name of employer:	Position held:
Address:	
Date from-to:	Leaving salary:
Nature of work, duties and reasons for leaving:	

Name of employer:	Position held:
Address:	
Date from-to:	Leaving salary:
Nature of work, duties and reasons for leaving:	

Name of employer:	Position held:
Address:	
Date from-to:	Leaving salary:
Nature of work, duties and reasons for leaving:	

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

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

Date from: (Month/Year)	Date to: (Month/Year)	Position held and name and address of employer AND/OR reason for gap in employment	Reason for leaving

**EDUCATION & TRAINING**

**Secondary and Further Education:**

From:	To:	Name and address of school(s)/college(s) attended	Examinations taken and grades obtained

**Higher Education:**

From:	To:	Name and address of higher education institution(s) attended	Courses attended and degrees, diplomas and grades obtained

**Other Qualifications** (including music qualifications)

Dates:	Details:

**Short and Part-time Courses** (including any relevant in-house or in-service training, e.g. safeguarding)

Dates:	Details:

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

Dates:	Details:

**Other Skills** (including keyboard, audio and shorthand speeds etc.)

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**Other Interests, Hobbies and Voluntary roles**

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**PERSONAL STATEMENT:**

With reference to the job description and person specification please state why you consider yourself to be a suitable candidate for this role. Please include skills, experience and qualifications that you have gained inside and outside the working environment to support your statement. Your statement should be no more than 500 words.

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.

Where did you hear about this vacancy?

I certify that to the best of my knowledge the information I have provided 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.

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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