

Application to teach for Kent Music

Post applied for: (if applicable) _____

Contact Information:

First Name		Surname	
Address			
Post Code		Email	
Telephone		Mobile	

Musical Qualifications:

Instrument(s) offered	Qualifications

Academic Qualifications: (post age 16)

Subject	Qualification	Awarding Body

Are you recognised by the DfES as having Qualified Teacher Status?

If so, DfES Reference No.

Do you hold a full, valid, driving licence?
(Please provide details of any endorsements)

Do you have current Criminal Records Bureau Clearance?

Are there any restrictions on you taking up work in the UK?
(If yes, please provide further details)

CURRENT EMPLOYMENT

If appointed, please note below any other employment that would continue.

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LEISURE

Please note here your leisure interests, sports and hobbies, or other pastimes.

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Referees: Please provide details of three referees who can provide information relating to your professional competency, the first of whom should be your present or most recent employer. Students should include an academic referee. Unless you indicate otherwise, we may apply for references prior to interview.

Name	Position
Address	
Post Code	Telephone
Email	

Name	Position
Address	
Post Code	Telephone
Email	

Name	Position
Address	
Post Code	Telephone
Email	

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EMPLOYMENT HISTORY (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)

From - To	Name & Address of employer	Job Title & Duties	Salary on leaving	Reason for leaving

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition **you are required** to submit to a Criminal Records Bureau check. Any disclosure made by the CRB/SCRO will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?
YES/NO (delete as required)

If YES, please give details

HEALTH DETAILS

<p>If the answer is yes to any of the questions in this section, please give full details in the space provided of the dates, duration and outcome of the illness or condition. If we have any concerns about your fitness for work employment will be subject to satisfactory medical reports.</p>		
Have you ever had:	* delete as applicable	Additional information in the case of a positive response
Tuberculosis, asthma, bronchitis or chest problems?	*Yes/No	
Chest pain, heart condition or raised blood pressure?	*Yes/No	
Blackouts, fits or attacks of giddiness?	*Yes/No	
Depression, mental illness or nervous breakdown?	*Yes/No	
Rheumatism or arthritis?	*Yes/No	
Back trouble?	*Yes/No	
Typhoid, paratyphoid or other gland trouble?	*Yes/No	
Digestive or bowel disease?	*Yes/No	
Diabetes, thyroid or other gland trouble?	*Yes/No	
Bladder or kidney trouble?	*Yes/No	
Dermatitis or skin trouble?	*Yes/No	
Varicose veins?	*Yes/No	
Any other accident, operation or illness?	*Yes/No	
Have you any reason to believe you may be infected with any communicable disease?	*Yes/No	
Any other current or recent medical condition or treatment which might affect your attendance or performance at work?	*Yes/No	
Do you intend to work night duties on a regular basis?	*Yes/No	
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past year?	*Yes/No	
Any physical impairments, including defect of sight or hearing? If yes, please specify any special needs in relation to your disability.	*Yes/No	
Do you smoke?	*Yes/No	
How many units of alcohol do you drink per week?	_____ (one unit = ½ pint beer = 1 glass wine = 1 single whisky)	

SPECIAL REQUIREMENTS

Because this position involves working with children, employment is dependent on the following:

- 1) Your written consent to obtaining an enhanced disclosure certificate from the Criminal Records Bureau or an approved umbrella body.
- 2) Such disclosure being acceptable to Kent Music.
- 3) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
- 4) Receipt of satisfactory written references.
- 5) That you agree to supply two passport size photographs of yourself on appointment so we can issue you with a photo identity badge and retain a copy for our records.
- 6) Reasonable evidence of physical and mental suitability for this work.

DECLARATION (Please read carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that Kent Music reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that if successful in this application, I will apply to the Criminal Records Bureau/Scottish Criminal Records Office for an enhanced disclosure. I also agree that Kent Music may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or references not be to the satisfaction of Kent Music, any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

This form may be submitted:

by email: rdavenport@kent-music.com

by post: Richard Davenport,
Kent Music, 24 Turkey Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5PP

You are welcome to accompany your application with a letter of application and a current C.V. Applications will not normally be acknowledged unless an interview is arranged.