



# Musica Kirklees

## JOB APPLICATION FORM

please post completed forms to  
**Gill McDowell (PA to the Principal), Musica Kirklees, 9 Beast Market, Huddersfield, HD1 1QF**  
 or email to [gill.mcdowell@musicakirklees.org](mailto:gill.mcdowell@musicakirklees.org)

Position applied for (please give exact job title as advertised, otherwise state 'Teacher Pool')	
Instrument/s offered (please include <u>curriculum music</u> if appropriate)	

### PERSONAL DETAILS

Title	Circle as appropriate: Mr / Mrs / Miss / Ms / Dr / other .....	
Surname		
Forenames		
Home Address		
Telephone Numbers	Home	Mobile
Email address		

Former Name (if applicable)		Nationality				
Are you the holder of a current UK Driving Licence	YES / NO	Type of Licence		Do you have access to a car?	YES / NO	
Do you hold Enhanced DBS clearance?	YES / NO	Do you have a current subscription to the DBS update service?	YES / NO			
How did you find out about this vacancy?						

**PRESENT EMPLOYMENT**

School / Place of Employment			
Type of School / Name of Current Employer		Tel. No.	
Employing Authority (If a School)			
Post Held / Job Title		Date of Appointment	
Salary	£	p.a.	Scale / Grade
Main Tasks or Responsibilities			
Reason(s) for Leaving (if applicable)		Date Employment Ended (if applicable)	

**PREVIOUS OCCUPATIONAL HISTORY**

Dates		Employer	Name of Establishment	Position held and salary	Part / Full Time
From	To				

**REFEREES:** You are invited to name two referees, at least one of whom must be qualified to comment on your performance at work. (This will usually be your present or most recent employer)

Name	1	2
Address		
Occupation		
Phone Number		
Email Address		

**EDUCATION AND QUALIFICATIONS**

Periods of Course Indicate if F/T or P/T		Names of Schools, Colleges, Universities Attended	Degree or Certificate	Date Awarded	Subjects taken with grades obtained where appropriate
From	To				

**Details of training courses attended during the last five years (most recent first)**

Organising Body	Subjects and other details	Dates	
		From	To

**Other Relevant Experience** (e.g. Youth Work)

Details	Dates	
	From	To

**MEDICAL**

Are you aware of any Medical Condition which could affect your performance at work	YES / NO
If you answered yes, please supply brief details	

If you are Registered Disabled, please quote R.D.P. No.	
Please state nature of disability	

**OTHER INFORMATION**

Have you previously been employed by this organisation? **YES / NO**

If **YES** please give details (if not already outlined on this application)

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Have you other paid employment e.g. consultancy, session or part time work, self- employment? **YES / NO**

If **YES** please give details (inc. hours worked)

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**CRIMINAL CONVICTIONS:** PLEASE GIVE DETAILS OF ALL CONVICTIONS/CAUTIONS. **If None, please state "NONE".**

Date	Details of Offence	Sentence

**REHABILITATION OF OFFENDERS ACT**

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 Rehabilitation of Offenders Act 1974 (Exemptions) order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal, or disciplinary action by the Employer. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Having read the above paragraph I certify that I have declared all cautions and convictions on this application form as outlined above.

Signed \_\_\_\_\_

I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in disciplinary action. I agree to a medical examination if necessary.

Date \_\_\_\_\_ Signed \_\_\_\_\_

**INTERESTS** (Please list any special skills you have which you think may be useful in your work)

**FURTHER INFORMATION**

You are invited to supply briefly any additional information in support of your application using the space below and overleaf.

**Please include information about your current approach to, and involvement with, teaching, performing and directing music.**

**Further information continued...**

**Musica Kirklees is an Equal Opportunities Employer**

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