|  |  |
| --- | --- |
|  | Vivace Music School  12 Ship Lane  Farnborough  GU14 8BX  [info@vivacemusicschool.co.uk](mailto:info@vivacemusicschool.co.uk)  01252 544 732 |

# Teaching Staff Application Form

## Applicant Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  |  | Date: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | Post Code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you own/have access to a car: | **□ Yes**  □ No | Do you have a current DBS? If Yes, please give full number and date |  Yes   No |  |  |

|  |  |
| --- | --- |
| Position Applying for: | Reception/KS1 Music Teacher/ Trainee (please delete as appropriate) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United Kingdom? | YES | NO | If no, are you authorized to work in the UK? | YES | NO |

## Education – qualifications gained after the age of 16

|  |  |  |  |
| --- | --- | --- | --- |
|  | Location | **Dates** | Qualifications |
| A-levels/  Highers |  |  |  |
| Futher Education |  |  |  |
| Other Qualifications |  |  |  |

## Current Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Current Employer: |  | Phone: |  |
| Address: |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Current Salary: | **£** |  |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  |  |  |  |  |

## Previous Employment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | Employer: |  | Phone: |  | | Address: |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Job Title: |  | Salary on leaving: | **£** |  |  |  |  |  | | --- | --- | | Responsibilities: |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | From: |  | To: |  | Reason for leaving |  | | | | |
|  |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Employer: |  | Phone: |  | | Address: |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Job Title: |  | Salary on leaving: | **£** |  |  |  |  |  | | --- | --- | | Responsibilities: |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | From: |  | To: |  | Reason for leaving |  | | | | |
|  | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Employer: |  | Phone: |  | | Address: |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Job Title: |  | Salary on leaving: | **£** |  |  |  |  |  | | --- | --- | | Responsibilities: |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | From: |  | To: |  | Reason for leaving |  | | | | |
|  | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Employer: |  | Phone: |  | | Address: |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Job Title: |  | Salary on leaving: | **£** |  |  |  |  |  | | --- | --- | | Responsibilities: |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | From: |  | To: |  | Reason for leaving |  | | | | |
|  | | | |

Please continue on a separate sheet, if necessary. You may include a 2-page CV, if preferred

## Teaching Experience

|  |  |
| --- | --- |
| Please describe your teaching experience including type (individual/classroom, school setting/ out-of-school, academic/instrumental), ages of children taught, level and relevant qualifications (e.g. QTS/ PGCE, music teaching qualifications) |  |

## Supporting Statement

|  |
| --- |
| Use this space to tell us why you think you would be a good fit for the position advertised, referring to the job description where appropriate. Continue on a separate sheet, if necessary, |
|  |

## References

Please list the names and contact details of two referees who we can contact to support your application

|  |  |  |  |
| --- | --- | --- | --- |
| Current Employer Referee | | | |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
| May we contact this referee in advance of an interview? | |  | □ Yes  □ No |
|  |  |  |  |
| Other Referee | | | |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
| May we contact this referee in advance of an interview? | |  | □ Yes  □ No |
|  |  |  |  |

## Declarations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of any convictions:  Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of offenders Act 1974. Applicants therefore are not entitled to withhold information about convictions and, in the event of being appointed, any failure to disclose such conviction could result in dismissal or disciplinary action by Vivace Music School. Any information given will be completely confidential.  If after interview it is decided to offer you the post, your written permission will be sought for the check with the police to be carried out prior to confirmation of your appointment. | | | | |
| Have you been disqualified from working in Childcare ? | | | | |
| If you are a registered disabled person, please give RDP number | | Where did you see this post advertised? | | |
| Do you suffer from any health condition or disability for which you might need assistance to carry out your duties or in order to attend the interview?    Yes/No        ( – please delete as appropriate).  If YES, please give details and you will be required to complete an Occupational Health Assessment form if your application is successful: | | | | |
| I declare that the information given in this application form is true and I must notify Vivace Music School in writing immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children.  Equal opportunities declaration: Decisions relating to employment are made with regard ONLY to the requirements of the post. No applicant or employee will be treated less favourably than any other on grounds of race, gender, disability, marital status or age.  Should the information contained in this document be held on a computer, any item of personal data will be subject to and comply with GDPR and Vivace Music School Data Protection Policy.  Vivace Music School fully recognises its responsibilities for child protection and ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children. Full details of our policy can be viewed on our website [www.vivacemusicschool.co.uk](http://www.vivacemusicschool.co.uk) | | | | |
| Signed |  | | Date |  |

This form should be completed and returned by post to

**Nadja Flowerdew, Vivace Music School, 12 Ship Lane, Farnborough, GU14 8BX**

Please remember to use the correct postage for the size of envelope.

Alternatively, please email electronically in full to [info@vivacemusicschool.co.uk](mailto:info@vivacemusicschool.co.uk)

Receipt of your email will be acknowledged.