



**Application Form**  
**Bromley Youth Music Trust**  
 Lead Partner in The Bromley Music Hub



**Application for the post of:**

**1. Personal Details (BLOCK CAPITALS)**

Surname: ..... Title (e.g Mr, Mrs, Miss, Ms) : .....

First name/s: .....

Previous surname if relevant:..... Date of Birth: .....

Address: .....

Town or City: .....Postcode: .....

Telephone No. (home): .....(mobile) .....

Email .....

National Insurance No.									
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Do you require a work permit to work in the UK? YES  NO

If yes and applicable, when does your permit expire? (month, year): .....

When would you be able to take up this appointment? .....

**2. Employment**  
 (Please start with most recent)

Name of Employer	Post	From	To	Salary	Reason for leaving

**3. Current job**

Write a brief description of your present (or most recent) duties/responsibilities stating to whom you report (i.e. their position) and, if appropriate, who reports to you.

#### 4. Education, qualifications and training

School, College or University <small>(please state address)</small>	Dates	Titles and subjects	Certificate / Qualification Grade/Class <small>(please specify)</small>

#### 5. Training

Please give details of any training you have had, which is relevant to the job. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in the Education Section above.

Title of training programme/ & brief description	Date started/completed

#### 6. References

All candidates must give details of two referees. The first referee must be your current or most recent employer. If you are a school/college leaver please give the name and address of head teacher/tutor and also manager of most recent work experience placement - if applicable. You should not be related to your referees. The second referee should be either a previous employer or someone with knowledge of your skills and work experience.

##### First Reference

Name of Referee.....  
 Job Title.....  
 Employer.....  
 Address.....  
 .....  
 .....  
 Post Code.....  
 Tel No.....  
 Email.....  
 Period known (years).....

##### Second Reference

Name of Referee.....  
 Job Title.....  
 Employer.....  
 Address.....  
 .....  
 .....  
 Post Code.....  
 Tel No.....  
 Email.....  
 Period known (years).....

**7. Your supporting statement**

Use this section to set out your reasons for applying for this post and show how your qualifications, experience, skill and qualities support your application. Wherever possible give practical examples from your current or previous employment. Examples may also include any voluntary or social activities if you consider them relevant to the requirements of the job.

[Empty box for supporting statement]

**8. Additional information**

**Vehicle Access**

Do you hold a Full UK Driving Licence?: YES  NO

Do you have access to a vehicle for business purposes? YES  NO

**Disability**

Do you or have you ever had any illness/condition/disability (physical or psychological) which may affect your work?

YES  NO

If yes: Please give details of dates, any diagnosis made, previous and current treatment, any symptoms you have and how the condition affects you now in your daily activities.

Do you think you may need any adjustments or assistance to help you do the job?

YES  NO

Please give details

**9. Protection of Children**

Because of the nature of the work for which you are applying you are required to make disclosure of any criminal conviction. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 this post is exempt from provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, or of any bind-overs or cautions, and in the event of employment, any failure to disclose such convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986 you may, however, be asked questions about any offences and the Trust is empowered to make enquiries of the police as to the existence of a criminal record for any applicant for the post for which you have applied.

Details of convictions (including 'spent' convictions), bind-overs and cautions are as follows:  
(Enter 'NONE' if applicable)

Date: .....Offence: .....

Sentence: .....

Please give details of your police check with the DBS.

Police check date: ..... DBS number: .....

**10. Data Protection**

Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by Bromley Youth Music Trust for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

**11. To be signed by all applicants**

I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with the Trust is offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to the Trust may render me liable to dismissal.

I understand that any offer of employment will be subject to satisfactory medical and police checks.

Signed: .....

Date: .....

Bromley Youth Music Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. BYMT welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the nature, circumstances and background to your offence(s)

