



**TEACHER OF:**

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

SURNAME: \_\_\_\_\_ TITLE (e.g Mr, Mrs, Miss, Ms): \_\_\_\_\_

FIRSTNAME/S: \_\_\_\_\_

Previous surname if relevant: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No: (home) \_\_\_\_\_ e-mail (home) \_\_\_\_\_

Telephone No: (work) \_\_\_\_\_ email (work) \_\_\_\_\_

Telephone No: (mobile) \_\_\_\_\_

NATIONAL INSURANCE NO.									
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Do you require a work permit to work in the UK? YES  NO

If yes and application, when does your permit expire? (month, year): \_\_\_\_\_

Are you recognised by the DCFS as a qualified teacher in the UK? YES  NO

If yes, please give date of recognition (month, year): \_\_\_\_\_

Teaching experience (years): \_\_\_\_\_

When would you be able to take up this appointment? \_\_\_\_\_

**2. TEACHING EXPERIENCE** (please start with most recent and continue overleaf if necessary)

Name of Music Service / School	Type of Establishment	From	To	Post Held	Salary on leaving

**TEACHING EXPERIENCE** (continued)

Name of Music Service / School	Type of Establishment	From	To	Post Held	Salary on leaving

**3. 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>

#### 4. 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.

## 5. REFERENCES

Please give the names of two people from whom confidential references may be obtained. They should have knowledge of your professional capacity and one must be your most recent employer. Your referees will be contacted if you are called for interview.

Referee .....

Referee .....

Position .....

Position .....

Employer/School name .....

Employer/School name .....

Address .....

Address .....

.....

.....

.....

.....

Postcode .....

Postcode .....

Tel No .....

Tel No .....

Email .....

Email .....

Professional relationship .....

Professional relationship .....

Period known (years) .....

Period known (years) .....

**Gaps in Employment** Please list any gaps in employment together with the reasons for the gaps:

.....  
.....

## 6. ADDITIONAL INFORMATION

### Superannuation

Do you contribute to the Teachers' Pension Scheme:

YES

NO

Or other Superannuation (give name) .....

### 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 consider yourself to have a disability?

YES

NO

If yes: (i) If you are aware of any equipment or adaptations that will assist you, please give details:

.....

(ii) Will you require any assistance if called for interview? If yes, please give details:

.....

**Disclosure of relationship**

Are you related to or have a close personal relationship with any Trustee or employee of Bromley Youth Music Trust? YES  NO

**7. PROTECTION OF CHILDREN**

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, and therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence? YES  NO

If yes, please give details: \_\_\_\_\_

Date: \_\_\_\_\_ Offence: \_\_\_\_\_

Sentence: \_\_\_\_\_

Please give details of your police check with the DBS

Police check date: \_\_\_\_\_ DBS Number \_\_\_\_\_

**8. 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 be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

**9. TO BE SIGNED BY ALL APPLICANTS**

I confirm that, to the best of my knowledge, the information on this form is true and correct.	
I am in possession of the certificates I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.	
I Understand that any offer of employment will be subject to satisfactory medical and police checks.	
Signed:	Date:

To be removed during long/shortlisting process

## RECRUITMENT MONITORING

Bromley Youth Music Trust is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion, or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore we ask for your cooperation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

JOB TITLE
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### 1. PERSONAL DETAILS

SURNAME: .....

FIRST NAME .....

GENDER                      MALE                       FEMALE

AGE : .....

### 2. ETHNIC GROUP

Asian or Asian British	Bangladeshi <input type="checkbox"/>	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Black or Black British	African <input type="checkbox"/>	Caribbean <input type="checkbox"/>	<input type="checkbox"/>
Mixed	White/Asian <input type="checkbox"/>	White/Black African <input type="checkbox"/>	White/Black Caribbean <input type="checkbox"/>
White	British <input type="checkbox"/>	European <input type="checkbox"/>	Irish <input type="checkbox"/>
Chinese or other ethnic group	<input type="checkbox"/>	Other (please write)	<input type="checkbox"/>
		I decline to self-classify	<input type="checkbox"/>

### 3. DISABILITY

To help you decide whether you have a disability as defined under the Disability Discrimination Act 1995 please read the following information:

A disability is defined as 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.'

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

1. mobility
2. manual dexterity
3. physical co-ordination
4. continence
5. ability to lift, carry or otherwise move everyday objects
6. speech, hearing or eyesight
7. memory or ability to concentrate, learn or understand
8. perception of the risk of physical danger

The impairment has to be substantial, that is something more than trivial and its needs to be long-term, i.e. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information please tick one of the following:

I **do** consider myself to have a disability

I **do not** consider myself to have a disability

I **decline to** self-classify as to whether I consider I have a disability

### 4. MEDIA MONITORING

Please indicate how you became aware of the post

BYMT Website

Local Newspaper

Professional journal

*please specify* \_\_\_\_\_

Bromley Council Website

Friend / Relative

Other

*Please specify* \_\_\_\_\_