

## Application For Employment

Job Title: Music Leader

Please complete the form and provide your written evidence as to how you meet the requirements of the job either on the questionnaire provided.

Personal Details						
<b>Title (select as appropriate)</b>	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (specify):
<b>Surname (s)</b>						
<b>First Names(s)</b>						
<b>Previous Surname(s)</b>						
<b>Address</b>						
<b>Post Code</b>						
<b>Email Address</b>						
<b>Telephone (Home)</b>			<b>Telephone (mobile)</b>			
<b>Where did you find out about this job?</b>						
<b>National Insurance Number</b> <small><i>This information is required to ensure correct identification of candidates.</i></small>			<b>Date Of Birth</b>			
<b>Do you have a disability that requires any reasonable adjustments if you are selected to attend an interview? If yes, please provide details below.</b>						
<b>If you are related to any current employee or a member of the Board of Trustees for Calderdale Music, please give details below.</b>						
If none, please tick this box: <input type="checkbox"/>						
<b>Name</b>			<b>Job Title</b>			
<b>Relationship To You</b> <small><i>(aunt, brother, partner etc)</i></small>						

### References

Remember to ask your referees for permission before you give their name.  
One reference must be from your current employer or your most recent employer.

#### Reference One

<b>Name</b>	
<b>Email</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Telephone</b>	
<b>Occupation</b>	
<b>Relationship</b>	

#### Reference Two

<b>Name</b>	
<b>Email</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Telephone</b>	
<b>Occupation</b>	
<b>Relationship</b>	

References will be requested as part of the recruitment process and they will form part of the decision making process. As part of the Keeping Children Safe in Education guidance, it is advised that we request references prior to interview.

Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

**Work History**

**Present Employment (or last job for applicants currently unemployed)**

<b>Job Title</b>			
<b>Date Employment Started (MM/YY)</b>		<b>Date Employment Ended (MM/YY) (if applicable)</b>	
<b>Reason For Leaving/Looking For Other Employment</b>		<b>Notice Required (if applicable)</b>	
<b>Name Of Employer</b>			
<b>Address</b>			
<b>Post Code</b>			
<b>Current Salary</b>		<b>Grade</b>	
<b>Briefly Describe Your Duties</b>			

**Previous Employment**

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets, please remember to put your name and the post applied for on each extra page and number it.

<b>Job Title</b>	<b>Main Duties</b>	<b>Name and Address of Employer</b>	<b>From (MM/YY)</b>	<b>To (MM/YY)</b>	<b>Wage/Salary</b>	<b>Reason For Leaving</b>

If you need more space, please attach additional sheets and tick this box



**Breaks/Gaps In Employment/Education**

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please attach additional sheets and tick this box.

**Have you have lived or worked abroad in the past 5 years for a period of 6 months or more? If Yes, please ensure that you detail below the dates and countries where you resided / worked**

For individuals who have lived or worked outside of the UK in the past 5 years for a period of more than 6 months, we are required to carry out any additional checks that we think appropriate so that any events that have occurred outside of the UK can be considered. These further checks should include a check for information about any sanction or restriction that an EEA professional regulating authority has imposed. In addition to this, the Home Office has published guidance on criminal record checks for overseas applicants.

Relevant Information

Please read this section carefully as this is the most important part of your application.  
**Demonstrate** your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Person Specification below.

Qualifications And Training	
QTS (or equivalent)	
Professional development activities undertaken within the last 2 years	
Music degree	
Grade 8 (or equivalent standard) on at least one instrument	

Experience	
A successful track record in effective teaching	
Experience of leading ensembles	
Experience of using varied teaching styles and genres across all key stages	
Experience of developing and leading large-scale events	
Substantial, recent and relevant teaching experience of successful group teaching and leading whole class performance	

Knowledge And Skills	
Excellent oral, interpersonal, organisational and communication skills	
Up to date knowledge and understanding of current developments/national strategies and initiatives in music education	
Knowledge of a range of learning strategies with evidence of having utilised these successfully	
Skills in delivering excellent and innovative lessons adopting flexible approaches to pupil needs	
Good organisational and planning skills	
Ability to lead a variety of pupil workshops	
Ability to lead CPD for music specialists and teaching assistants	
Ability to teach another specialism	
Piano skills for accompaniments	
Compositional and arrangement expertise	

Initiative/Circumstances	
Ability to self-motivate	
An understanding of the importance of confidentiality	
Ability to work as a team player	
Proven effectiveness in decision-making and ability to work under pressure	
Ability to work flexibly including out of hours work	
Follow the Calderdale Music Trust's safeguarding policy at all times and model commitment to safeguarding and promoting the wellbeing of children and young people at all times	
Executive Summary	
Use this section to summarise your suitability and experience for this role, any additional skills that you may be able to bring or add any further information that has not already been highlighted in the sections above.	

## Important Notice To Applicants

### Criminal Convictions

As an applicant it is an offence to apply for a role that involves engaging in regulated activity relevant to children, schools and colleges if you are barred from engaging in such activity. In line with Keeping Children Safe in Education 2021 guidelines, candidates will be asked to complete a self-declaration at shortlisting stage.

Calderdale Music takes its duty of care to the people who receive services from us very seriously. To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, i.e. known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may be offered the job subject to satisfactory pre-employment checks which can include obtaining an Enhanced DBS disclosure certificate. Some Schools will not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate.

This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

GDPR (General Data Protection Regulations) apply. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although we reserve the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

**I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.**

### Please Sign This Form

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

**Completed application forms should be sent to the following email address:**

**[admin@calderdalemusictrust.org.uk](mailto:admin@calderdalemusictrust.org.uk)**

**Please get your application form in on time and  
GOOD LUCK.**

Additional sheets are attached.



Additional Sheet - Breaks/Gaps In Employment/Education