**Applicants: Please make a copy of this document before completing it. Go to ‘File’, ‘Make a copy’ and rename it “KMSPanelApplication[yourname]” before completing.**

| **Application Form**  **to join the**  **Kingston Music Service**  **Freelance Music Tutor Panel** |
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**PERSONAL DETAILS**

| **Role you are applying for:** |  |
| --- | --- |
| **Title:** |  |
| **First name:** |  |
| **Surname:** |  |
| **House / Street:** |  |
| **Town / City:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Daytime contact number:** |  |
| **Email address:** |  |
| **Date of Birth** (for DBS check) |  |
| **Where did you see this role advertised?** |  |
| **Do you hold a current, full, clean driving licence valid in the UK?** |  |
| **Do you have the use of a car for work?** |  |
| **Do you have a current DBS certificate** |  |
| **If yes, what date was it issued?** |  |
| **Are you on the DBS update service** |  |
| **If so, what is the reference number on your DBS certificate (so we can use the update service)** |  |

**ELIGIBILITY TO WORK IN THE UK**

| **Are you eligible to work in the UK?** |  |
| --- | --- |

**ACCOMMODATION**

| **Do you have any access requirements to allow you to take part in an interview or anything else you wish to tell us?** **If ‘YES’**, please specify: |  |
| --- | --- |
|  | |

**JOB HISTORY**

| **Current or most recent employer's name:** |  |
| --- | --- |
| **Position held:** |  |
| **Current salary/hourly rate:** |  |
| **Duties and responsibilities:** | |
| **Starting date:** |  |
| **End date (if applicable):** |  |
| **Reason for leaving (if applicable):** | |

| **OTHER CURRENT & PREVIOUS EMPLOYMENT** | | | |
| --- | --- | --- | --- |
| *Please give details of other current work commitments and previous employment (either employed or freelance):* | | | |
| ***Start and end dates*** | ***Position held & description of role*** | ***Organisation*** | ***Salary/hourly rate*** |
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| **GAPS IN EMPLOYMENT HISTORY** |
| --- |
| *If you have any gaps in your employment history please provide further information here.* |
|  |

| **REFEREES** | |
| --- | --- |
| Please provide **at least two referees** which cover at **least five years** of employment/education: i.e. If you have had more than two employers in the last five years, please submit all of them, to cover the whole five year period.  Referees should be a line manager, employer or the appropriate contact in an educational establishment. Please do not use relatives, partners or friends as referees.  **Your referees will be contacted at the shortlisting stage**, unless you ask us not to below. | |

| **REFEREE 1** | |
| --- | --- |
| **Name of reference** |  |
| **Job title** |  |
| **Name of organisation** |  |
| **Address**  **Postcode** |  |
| **Telephone number** |  |
| **Email** |  |
| **In what capacity do you know this referee** |  |
| **What time period of employment does this reference cover?**  e.g. Sep 2019 to Oct 2021 |  |
| **May we contact this referee before interview?** |  |

| **REFEREE 2** | |
| --- | --- |
| **Name of reference** |  |
| **Job title** |  |
| **Name of organisation** |  |
| **Address**  **Postcode** |  |
| **Telephone number** |  |
| **Email** |  |
| **In what capacity do you know this referee** |  |
| **What time period of employment does this reference cover?** |  |
| **May we contact this referee before interview?** |  |

| **REFEREE 3** (if necessary) | |
| --- | --- |
| **Name of reference** |  |
| **Job title** |  |
| **Name of organisation** |  |
| **Address**  **Postcode** |  |
| **Telephone number** |  |
| **Email** |  |
| **In what capacity do you know this referee** |  |
| **What time period of employment does this reference cover?** |  |
| **May we contact this referee before interview?** |  |

| **REFEREE 4** (if necessary) | |
| --- | --- |
| **Name of reference** |  |
| **Job title** |  |
| **Name of organisation** |  |
| **Address**  **Postcode** |  |
| **Telephone number** |  |
| **Email** |  |
| **In what capacity do you know this referee** |  |
| **What time period of employment does this reference cover?** |  |
| **May we contact this referee before interview?** |  |

**QUALIFICATIONS**

| **School /College /University Attended:** |  |
| --- | --- |
| **From:** |  |
| **To:** |  |
| **Full/ Part Time:** |  |
| **Qualifications Obtained:** |  |
| **School /College /University Attended:** |  |
| **From:** |  |
| **To:** |  |
| **Full/ Part Time:** |  |
| **Qualifications Obtained:** |  |
| **School /College /University Attended:** |  |
| **From:** |  |
| **To:** |  |
| **Full/ Part Time:** |  |
| **Qualifications Obtained:** |  |

**OTHER EDUCATION, TRAINING & AWARDS**

| Please provide further details of other relevant qualifications, training courses attended and awards achieved, including dates, if appropriate: |
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|  |

**INSTRUMENTAL QUALIFICATIONS**

*Please list only the highest qualifications you hold for each instrument including voice.*

| **Main Instrument:** |  |
| --- | --- |
| **Examining body and grade achieved:** |  |
| **Date obtained:** |  |
| **What level are you happy to teach this instrument up to? (i.e. diploma/grade 8)** |  |
| **Link to video of you performing solo:**  *Please ensure you have given us rights to view the video.* |  |
|  |  |
| **Second Instrument:** |  |
| **Examining body and grade achieved:** |  |
| **Date Obtained:** |  |
| **What level are you happy to teach this instrument up to? (i.e. diploma/grade 8)** |  |
|  |  |
| **Third Instrument:** |  |
| **Examining Body and Grade achieved:** |  |
| **Date Obtained:** |  |
| **What level are you happy to teach this instrument up to? (i.e. diploma/grade 8)** |  |
|  |  |
| **Any further instruments:** |  |
|  |  |
| **Any ensemble leading experience:** |  |

| **Supporting Statement** |
| --- |
| Please give examples which provide evidence of how your experience, skills, abilities and knowledge match the criteria on the Person Specification. We expect each point of the [person specification](https://docs.google.com/document/d/1hLpzQw1G3-64yIC3oHyZgVDUTo2VBOIJ/edit?usp=sharing&ouid=107749410373331707706&rtpof=true&sd=true) to be addressed below. (Continue on next page if necessary) |
|  |

**DECLARATION**

| **Rehabilitation of Offenders Act 1974** | |
| --- | --- |
| We are committed to ensuring an appropriate balance between protecting vulnerable service users and the rights of individuals not to be discriminated against on the basis of previous offending behaviour.  For jobs which involve, for example, working with, or having access to, children and/or vulnerable adults and their records, we will require an Enhanced Disclosure from the Disclosure and Barring Service and need to have information from you regarding any previous, existing or pending convictions or cautions. This will form part of the recruitment process if you are successful after interview.  Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits.  At this stage we require the following information: | |
| **Have you ever been convicted of a criminal offence?** | Yes / No (please delete as appropriate) |
| **If yes, please provide details and dates of conviction(s)** |  |
| **Have you ever been disqualified from working with children or vulnerable adults?** | Yes / No (please delete as appropriate) |
| **If yes, please provide details and dates of disqualification(s)** |  |
| **Personal Relationships** | |
| **Are you related to, or have a close personal relationship with, any councillor, school governor or council employee?:** | Yes / No (please delete as appropriate) |
| **Data Protection:** | |
| The Council intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The Council will ensure that all processing of data falling within the scope of the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the Council can be assured the information will be maintained in confidence and treated with all due care. The Council tries to keep information held about you accurate and up-to-date. However, if you find any inaccuracies you have the right to have them corrected. | |
|  | |
| **Declaration:** | |
| If you fail to disclose any criminal convictions or cautions, including those 'spent', it could result in withdrawal of the job offer, dismissal or disciplinary action by the Authority.  The information on this form is correct. I understand that if I tell you something which I know is wrong or misleading, or I do not give you information which is relevant to my application, you may reject my application or, if I get the job, take disciplinary action, including dismissal. | |
| Signature:  Date: | |

Your date of birth is necessary so that KMS may verify the identity of all applicants. KMS does not discriminate on the grounds of age. KMS is an equal opportunities employer.