

# TONBRIDGE SCHOOL

## APPLICATION FORM for VISITING MUSIC TEACHERS

(Please complete this form in **BLACK** ink)

### POST APPLIED FOR:

Title: <i>Mr/Mrs/Miss/Ms</i>	First Name/s: <i>(please underline the name by which you like to be known)</i>	Surname:  Any former surname/s:
Address:		Telephone No: (Home)
		Telephone No: (Work)
Post Code:		Mobile telephone:
Number of years at this address:		Email:
Previous Address <i>(if resident at current address for <b>less than five years</b>, please provide any previous addresses during this period):</i>		
1.		2.
Number of years at this address:		Number of years at this address:
Date of Birth:		National Insurance No:

### EMPLOYMENT RESTRICTIONS

Are you legally eligible for employment in the UK ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any restrictions on taking up employment in the UK ? (e.g. time limit / visa)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### MOTOR LICENCE

Do you have a current car / motorcycle driving licence ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### EMPLOYMENT RELATIONSHIP

Are you related to any pupil or employee or Governor of the School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes, state their name and how you know them:

*(NB: Canvassing or failure to disclose will disqualify)*

# EDUCATION

## HIGHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

Name and Address of College, University, Institute etc.	Dates From      To	Qualifications / Level of Membership	Awarding Body and Grade	Year Taken

## POST 16 EDUCATION (Further Education, etc)

Name and Address of College, Institute etc.	Dates From      To	Examinations Taken	Awarding Body and Grade	Year Taken

## TRAINING / VOCATIONAL QUALIFICATIONS

Please list any courses/vocational qualifications you have attended which are relevant to the post for which you are applying, in chronological order with start / end dates:

Course / Details	Qualification	Dates

## PRESENT EMPLOYMENT

Please supply an up-to-date cv with your current employment details or complete this section below.

Employer	Commencement Date	Details

## SUPPLEMENTARY INFORMATION

Please give any additional information which you consider useful in enabling a judgement to be formed for your suitability for the post, together with your reasons for applying.

## Previous Employment History

Please include start / end dates of all employment including self-employment, further education / training and, where appropriate, reasons for leaving. You may attach a cv and additional sheets if necessary.

**Please explain any gaps in your employment / career history.**

Position:	Full-time or Part-time:
Name and Address of Employer:	
Basic Salary:	Allowances:
Date of Job Commencement:	Date of Employment to:
Reason for Leaving:	
Main duties, responsibilities and experience:	

Position:	Full-time or Part-time:
Name and Address of Employer:	
Basic Salary:	Allowances:
Date of Job Commencement:	Date of Employment to:
Reason for Leaving:	
Main duties, responsibilities and experience:	

Position:	Full-time or Part-time:
Name and Address of Employer:	
Basic Salary:	Allowances:
Date of Job Commencement:	Date of Employment to:
Reason for Leaving:	
Main duties, responsibilities and experience:	

## GENERAL

### SELECTION ARRANGEMENTS

Do you have any particular requirements we need to make to enable you to attend an interview or other selection arrangements?

Yes  No

If Yes, please give details:

## REFEREES

Please provide at least **TWO** referees and their **full postal addresses, email addresses, and telephone contact numbers**. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. References will NOT be accepted from relatives or from referees writing solely in the capacity of friends.

**Referee 1: May we approach this referee now ?** Yes  No

Name: ..... Position: .....

Address: .....

..... Postcode:.....

Email: ..... Tel No: .....

**Referee 2: May we approach this referee now ?** Yes  No

Name: ..... Position: .....

Address: .....

..... Postcode:.....

Email: ..... Tel No: .....

**Referee 3: May we approach this referee now ?** Yes  No

Name: ..... Position: .....

Address: .....

..... Postcode:.....

Email: ..... Tel No: .....

## DECLARATION (two signatures are required)

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors. If necessary please submit the information requested below in confidence, enclosing details in a separate sealed envelope; this will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone, in confidence, the Personnel Department for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs).

**You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.**

**Please tick one box:**

I have nothing to declare

**Or**

I enclose a confidential statement in a sealed envelope marked confidential.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Data Protection Act 1998: The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

I declare that the information on this form is, to the best of my knowledge, complete and correct.

I agree that if my application is successful, a DBS check for criminal convictions/actions will be made.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.**

**This application form should be sent to:- The Director of Music, Tonbridge School, High Street, Tonbridge, Kent TN9 1JP**