**APPLICATION FOR MUSIC OF LIFE TEACHER TRAINING PROGRAMME**

###### Please complete this form in black ink either by hand or by typing. Please make sure you read Music of Life’s Privacy Statement by following the link below before completing this application form:

######  <http://musicoflife.org.uk/privacy-statement/>

|  |  |
| --- | --- |
| Please tick this box to confirm that you have read Music of Life’s Privacy Statement before completing this application form |  |

|  |  |
| --- | --- |
| How did you hear about us? |  |

Please choose which of the programmes you are applying for by ticking **one** of the boxes below:

Music for Deaf Children

Choirs at special schools

|  |  |
| --- | --- |
| Your Full Name: |  |
| Address (Including Postcode): |  |
| Email Address: |  |
| Mobile Number: |  |

Do you need us to make any reasonable adjustments at interview?

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES |  | NO |

|  |  |
| --- | --- |
| If yes, please specify: |  |

**EDUCATION AND TRAINING**

Please tell us about your education and training with qualifications below. Please note that you will be asked to provide certificates to verify the information detailed in this section.

**General and Vocational Education**

|  |  |
| --- | --- |
| School/College | Qualifications |
|  |  |

**Postgraduate and Professional Qualifications**

|  |  |
| --- | --- |
| Awarding Body | Qualifications |
|  |  |

**Training Courses**

|  |  |
| --- | --- |
| Training Course | Qualifications |
|  |  |

**Membership of Relevant Professional Bodies**

|  |  |
| --- | --- |
| Professional Body | Level of Membership |
|  |  |

Sign Language and Communication

|  |
| --- |
| Sign language skills, qualifications or experience - if any: |

**EMPLOYMENT DETAILS**

|  |  |
| --- | --- |
| Current or most recent employer’s name: |  |
| Job Title: |  |
| Please give a brief description of your duties and responsibilities: |
| The Person Specification lists a number of key skills and experience that are either desirable or essential to the post. Please explain how you meet each of these requirements, giving specific examples wherever possible. Your examples can include experience gained either from work, home or in a voluntary capacity. |
| Please give full details of any other experience or achievements you consider to be relevant to this application, e.g. vocational work or qualifications: |
| Please explain why you are applying for this post: |

**REFEREES**

Please give details of two referees. One referee should be your current or most recent employer. If you are employed by more than one employer, we will require a reference from each employer. References should be work related (where possible) and cover a 3 year period. Relatives must not be used.

Music of Life will only contact referees with your permission.

**Referee 1**

|  |  |
| --- | --- |
| Referee’s Name: |  |
| Position: |  |
| Telephone: |  |
| Email: |  |

**Referee 2**

|  |  |
| --- | --- |
| Referee’s Name: |  |
| Position: |  |
| Telephone: |  |
| Email: |  |

**CRIMINAL CONVICTIONS**

Music of Life is exempt from the Rehabilitation of Offenders Act 1974. This means that you must tell us about any criminal convictions or cautions you have had including ‘spent’ convictions or cautions.

A criminal record is not an automatic bar to consideration for employment with Music of Life and this information will be used only to assess your suitability for the post for which you are applying.

Failure to tell us about criminal convictions or cautions may result in disciplinary action or dismissal.

Do you have any criminal convictions including spent convictions or cautions?

|  |  |  |  |
| --- | --- | --- | --- |
|   | YES |  | NO |

If yes, please give details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Conviction or Caution | Nature and seriousness of the offence | Relevancy of offence to the role | Length of time since the offence | Sentence |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**DATA PROTECTION LEGISLATION**

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for six months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record and retained in accordance with Music of Life’s data retention policy.

**CONFIRMATORY STATEMENT**

I confirm that I have read and understood Music of Life’s Privacy notice and that the information provided by me on this application form and any accompanying papers is correct and gives a fair representation of my qualifications, work experience and suitability for the post.

I consent to the use of this information during the recruitment process.

I confirm I have availability in the week 17-21 August 2020 should I be invited for an interview.

|  |  |
| --- | --- |
| Signature: | Date: |

**Please return your completed form to:**

Email: mofl@mofl.co.uk