

## Wandsworth Music – Music Therapist Application Form

WM is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will need to meet the requirements of the person specification, will be subject to pre-employment checks including an enhanced DBS check and satisfactory references and required to undertake an online safeguarding course or provide evidence of recent safeguarding training with a recognized provider.

Surname:		Previous Name(s):		Title:	
First Name(s):					
Address:					
Email Address:			National Insurance No:		
D.O.B			Are you on the DBS update Service?		
Contact Details:	Home:			Mobile:	

Please tick your current availability to work under this engagement.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	<input type="checkbox"/>					
Afternoon	<input type="checkbox"/>					
Evening	<input type="checkbox"/>					

### Employment History

Please list below all the jobs you have had in the past, starting with your current or most recent employment. **You must account for all your time since leaving school and give details of any gaps in employment below.** Please continue on a separate sheet if necessary and attach it to your form.

#### Current or Most Recent Employment

Employer's Name:		Job Title:	
From: (DD/MM/YYYY)		To: (DD/MM/YYYY)	
Salary/ Hourly Rate:			
Telephone Number:			
Email Address:			
Employers Address:			
Reason for Leaving: <i>(if Applicable)</i>			

#### Previous Employment

Dates of Employment (DD/MM/YYYY)	From:		To:	
Job title:				
Reason for Leaving:				
Employers Name and Address:				

Dates of Employment (DD/MM/YYYY)	From:		To:	
Job title:				
Reason for Leaving:				
Employers Name and Address:				

<b>Dates of Employment (DD/MM/YYYY)</b>	<b>From:</b>		<b>To:</b>	
<b>Job title:</b>				
<b>Reason for Leaving:</b>				
<b>Employers Name and Address:</b>				

**Periods of Non-Employment** *(If Applicable)*

Please indicate nature/reasons for any periods of non-employment including relevant dates and continue on a separate sheet if necessary, attaching it to your form.

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**Relevant education, training and qualifications** (N.b. You do not need to provide GCSE results)

Name of School, College or University	Name of Course/Studies	Date	Qualification Level

**Referees**

Please give the contact details of **two** referees, one of whom must be your most recent employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed to work with children. References will not be accepted from relatives OR from people writing solely in the capacity of friends. Please note that any previous employer may be approached for a reference.

If you have not been in paid employment please give the name of the head of education or training establishment that you attended and/or the manager of a voluntary group for whom you have worked.

<b>Name of referee 1:</b>			
<b>Job Title:</b>		<b>Organisation:</b>	
<b>Address:</b>			
<b>Dates of Employment (from / to):</b>			
<b>Relationship with referee: (e.g. line manager)</b>			
<b>Telephone number:</b>			
<b>Email address:</b>			

<b>Name of referee 2:</b>			
<b>Job Title:</b>		<b>Organisation:</b>	
<b>Address:</b>			
<b>Dates of Employment (from / to):</b>			
<b>Relationship with referee: (e.g. line manager)</b>			
<b>Telephone number:</b>			
<b>Email address:</b>			

**Right to work in the UK - Please tick the statement that applies to you**

<input type="checkbox"/> I do not require a permit to work in the UK
<input type="checkbox"/> I require a permit to work in the UK. I have a current work permit.
<input type="checkbox"/> I require a permit to work in the UK. I do not have a current work permit.
<b>Please note that you will be asked to provide proof of your right to work in the UK at interview</b>

**If you require a permit**, please give details (including, if you are already in the UK, details of your current employer, visa/leave to remain, expiry date, certificate of sponsorship number and tier under which you are employed).

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**Criminal Records**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I understand that I will be required to provide an enhanced disclosure from the DBS (or provide evidence to check the DBS update service)

I have not been disqualified from working with children, am not barred from working in schools or with children and am not subject to any sanctions imposed by a regulatory body. **Please tick the relevant comment below**

<input type="checkbox"/>	I have no convictions, cautions, reprimand or final warnings to declare
<input type="checkbox"/>	I have attached details of any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)** These are attached in a sealed envelope/ separate file marked 'confidential'

Have you been disqualified from working with children?	Yes/ No
Are you subject to sanctions imposed by a regulatory body? (DfE, DBS)	Yes/ No

**Declaration**

I am aware that Wandsworth Music will use the information given on this form and in supporting documents for the purposes of recruitment and selection. If I become an employee of WM, the information will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. WM may check the information provided by me on this form with third parties.

I acknowledge that WM's standard procedures include a requirement to process sensitive personal data. I confirm that I have read the [Privacy Policy](#) If I am short-listed for interview, I confirm that WM may take up references at that stage.

I declare that the information given on this application form is true and accurate. I understand that making false or misleading statements may be sufficient grounds for withdrawing any offer of employment or terminating my employment.

Signed:		Date:	
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**Do you have any access requirements to allow you to take part in an interview? If 'YES', please specify:**

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\*\*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:  
<https://www.gov.uk/government/publications/dbs-filtering-guidance>

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