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**Information for applicants**

**CVs will not be accepted.**

* All sections of the form must be completed.
* Please read the enclosed guidance notes at the end of this form for more information.
* The information contained in this form will be treated as confidential and restricted to the selection panel and HR team only.

**Personal Details**

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| --- |
| **Applicant no:** (for office use only) |

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| --- | --- | --- | --- | --- | --- | --- |
| Title: (Please tick) | Mr | Mrs | Miss | Ms | Dr | Other |

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| --- |
| Full Name:Address: Post code:  |
| Contact Details: |  |  |
| Home Number: | Mobile Number:  |
| E-mail address: |

**Role Applied For**

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| Role applied for:  |
| Department:  | Closing date:  |
| Where did you see the role advertised (i.e. name of website or type of social media): |

**Education**

Applicants offered a post may be asked to verify their qualifications on appointment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary schools and/or colleges/Universities attended | Full or part time | From | To | Exams passed and qualifications gained, including grades |
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**Training** (e.g. short courses; further/CPD development)

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| --- | --- | --- |
| Course title | Date | Qualification (if appropriate) |
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Membership of professional bodies and date of admission:

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**Present/most recent employer** (this may be paid or unpaid)

|  |  |
| --- | --- |
| Job Title: | Salary: |
| Brief description of job and main duties: |
| Start date in this job | End date (if appropriate) |
| Full or Part Time? |  | If Part Time, how many hours per week? |  |
| Name and address of employer:Post code: Telephone no: |

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| How much notice do you need to give? |
| If your most recent employment has ended, please give reason for leaving:  |

**Previous employment** (paid or unpaid)

Please put most recent job first and state if this was a volunteer role please clearly state this. (Any gaps in employment history must be explained. Any dismissal or redundancy must be clearly stated).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of employer | Job title and main duties | Full or Part Time  | From  | To | Reason for leaving | Final salary |
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Please continue on an additional sheet if necessary

**Further information**

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the employee specification by giving practical examples. You should refer to these and the enclosed guidance notes when completing this sheet. You can also outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities or interests. Please continue on a separate sheet, if necessary.

Please note you should complete this section with enough evidence to demonstrate how you meet all of the essential criteria, without this you cannot be shortlisted.

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**References**

Please give the name and address of two referees from whom we may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer, or if not employed, your most recent employer, you should then, if possible, provide a referee for your most previous employment (see guidance notes).

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel No. (Incl. area code): | Tel No. (Incl. area code): |
| Fax: | Fax: |
| E-mail: | E-mail: |
| Job title: | Job title: |

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| --- |
| If shortlisted for interview, please give any dates when you would NOT be available: |

**Convictions**

Do you have any unspent criminal convictions? Yes/No

If yes, please provide details below. You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012). You must disclose all unspent convictions of any offence. We are required by law to carry out a criminal record check (DBS check) for certain roles with children, young people and adults at risk.

|  |  |  |
| --- | --- | --- |
| **Date**  | **Offence**  | **Sentence** |
|  |  |  |

**Other**

Please state below if you are related to or have a close personal relationship with any Trustee or Employee of the Bristol Music Trust:

|  |  |  |
| --- | --- | --- |
| Name(s) |  | Relationship: |

**Data Protection Statement**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legally required duties and legitimate interests to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website <https://bristolbeacon.org/about-us/jobs-and-opportunities/>

**Personal Declaration**

‘I declare that the information contained in every section of this application is correct and I confirm that I have a legal right to work in the UK and if this application is successful, I can produce appropriate documentary evidence to prove this, prior to commencing work with the Bristol Beacon (Bristol Music Trust)’

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |

*The emailing of your application signifies your signature and certification that the details within the application are correct. Please note that any false claim may make this application void. If employment has begun, you may be dismissed.*