This form should be ***typed or written clearly in black ink****. Please complete Personal Details in block capitals and ensure it is fully completed and signed on the final page. Thank you.*

Teaching Staff Application Form

Ref / Position Applying for	
First instrument/voice	
Personal Details	
Full Name	
Address and post code	
Email address	
Phone Numbers	
Driving Licence	☐ No licence held ☐ Provisional licence only ☐ Full driving licence ☐Full driving licence currently on suspension due to ill-health or ban
Do you own or have access to a car?	☐ Yes ☐ No Do you have a current DBS? ☐ Yes ☐ No. If Yes, please give full number and date: QTS: ☐Yes ☐ No DfE No: . . / . . . . .
Instruments played/standard achieved/piano/keyboard accompaniment skills	

Education History – qualifications gained after 16 years old			
	Location	Dates	Qualifications
A-Levels/Highers			
Further Education			
Other qualifications Eg.Teaching Diploma: ☐Yes ☐ No If Yes, please detail			

Current Employment	
Current job title	
Employer	
Start date	
Address and post code	
Current salary	
Responsibilities & duties	
Notice Period Required:	

Past Employment History *(start with the most recent before current and work backwards)*	
Job title	
Start and end dates	
Employer	
Address and post code	
Salary on leaving	
Responsibilities & duties	
Reason for Leaving	
Employment History	
Job title	
Start and end dates	
Employer	
Address and post code	
Salary on leaving	
Responsibilities & duties	
Reason for Leaving	
Employment History	
Job title	
Start and end dates	
Employer	
Address and post code	
Salary on leaving	
Responsibilities & duties	
Reason for Leaving	

Please continue on a separate sheet if necessary - you may include a max 2 page CV if preferred

Teaching Experience		
Please tick if you have experience of teaching the following types of lessons	☐No teaching experience ☐Individual lessons ☐Small group lessons (3-6 pupils at a time) ☐Whole class vocal/instrumental lessons	☐Whole class academic lessons ☐Ensemble directing/conducting ☐Leading workshops ☐First Access Programmes
	Other (please specify)	
Please tick which levels you have experience of teaching at	☐No experience ☐Beginners (beginner to grade 3) ☐Intermediate (grade 4 to grade 6) ☐Advanced (grade 7+)	Outside interests and hobbies:

Supporting Statement

Use this space to write a statement to help support your application, referring to the job description and person specification where appropriate - If necessary, continue on additional sheets.

References

Please supply the names and contact details of two referees who we can contact to support your application.

Current Employer Referee	Name	
	Job Title	
	Address Telephone: Email address:	
	Relationship	
	May we contact this referee in advance of an interview?	☐ Yes ☐ No
Other Referee	Name	
	Job Title	
	Address Telephone: Email address:	
	Relationship	
	May we contact this referee in advance of an interview?	☐ Yes ☐ No

Declarations

Details of any convictions:

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of offenders Act 1974. Applicants therefore are not entitled to withhold information about convictions and, in the event of being appointed, any failure to disclose such conviction could result in dismissal or disciplinary action by Berkshire Maestros. Any information given will be completely confidential.

If after interview it is decided to offer you the post, your written permission will be sought for the check with the police to be carried out prior to confirmation of your appointment.

Have you applied to work for Berkshire Maestros previously for a teaching post?	Yes / No
Have you applied to work for Berkshire Maestros previously for an administrative post?	Yes / No

Have you been disqualified from working in Childcare ? Yes / No

If you are a registered disabled person, please give RDP number	Where did you see this post advertised?

Do you suffer from any health condition or disability for which you might need assistance to carry out your duties or in order to attend the interview?
YES/NO (– please delete as appropriate).
If YES, please give details and you will be required to complete an Occupational Health Assessment form if your application is successful:

I declare that the information given in this application form is true and I must notify Berkshire Maestros CEO or DCPO in writing immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children.

CANVASSING IN ANY FORM WILL DISQUALIFY A CANDIDATE
Berkshire Maestros is an equal opportunities employer. Decisions relating to employment are made with regard ONLY to the requirements of the post. No applicant or employee will be treated less favourably than any other on grounds of race, gender, disability, marital status or age.

Should the information contained in this document be held on a computer, any item of personal data will be subject to the Data Protection Act 1998.

Berkshire Maestros fully recognises its responsibilities for child protection and ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children. Full details of our policy can be viewed on our website www.berkshiremaestros.org.uk

Signed		Date	

This form should be completed and returned by post to
Dawn Garside, Berkshire Maestros, Stoneham Court, 100 Cockney Hill, Reading, Berkshire RG30 4EZ
Please remember to use the correct postage for the size of envelope. Alternatively, please email electronically in full to dawngarside@berkshiremaestros.org.uk . Receipt of your email will be acknowledged. Sept 2016 DG