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| ACM-Stacked-Logo-2015-dark (1).jpg | **Job Application Form** |

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided below. If you need more space than is provided, please continue on an additional sheet of paper.  **Please note that we cannot accept CVs as form of application** | |
| Please return your completed form to: | Academy of Contemporary Music  HR Department  The Rodboro Buildings,  Bridge Street,  Guildford,  Surrey,  GU1 4SB  If returning your application by email, please forward to the following email: Recruit@acm.ac.uk |
| Where did you see this post advertised? |  |

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| **Details of Post Applied For:** | |
| Job Title |  |
| Please confirm the date that you would be available to start work |  |
| Please confirm any pre - booked holidays for the following year |  |

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| **Personal Details:** | | | | | | | |
| Title |  | First Name(s) | |  | | | |
| Surname |  | | | | | Date of Birth[[1]](#footnote-1) |  |
| If you have previously been known by another name, please specify: | | | | | |  | |
| Address |  | | | | | | |
| Contact Details | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | |
| Daytime: | |  | | | | |
| Evening Number: | |  | | | | |
| Mobile: | |  | | | | |
| Email Address: | |  | | | | |
| National Insurance Number: | | |  | | | | |
| We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Do you currently have the right to work in the UK? (evidence will be required) | | | YES | NO | If no, please specify your circumstances below: | | |
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| Do you have a driving licence? | | | YES | NO | If yes, is it PROVISIONAL/FULL/HGV/PSV | | |

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| **Education and Qualifications:** | | | | |
| Please also include any relevant professional qualifications. | | | | |
| Name of Institution (e.g. School, College or University) | Courses/Subjects Taken | Dates Attended | | Examinations Results or Award |
| From (Month/Year) | To  (Month/Year) |
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| **Professional Development:** | | | | |
| Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. | | | | |
| Course Provider | Course Title | Dates Attended | | Award (if any) |
| From (Month/Year) | To (Month/Year) |
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| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
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| **Employment History:** |
| Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. |

| Employer’s Name and Address | Dates Employed From and To (Month/Year) | Position Held | Salary and Benefits | Reason for Leaving |
| --- | --- | --- | --- | --- |
| Name:  Address: | Date from:  Date to: |  | £ |  |
| Name:  Address: | Date from:  Date to: |  | £ |  |
| Name:  Address: | Date from:  Date to: |  | £ |  |
| Name:  Address: | Date from:  Date to: |  | £ |  |
| Name:  Address: | Date from:  Date to: |  | £ |  |

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| **Periods When Not Working:** | | |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From (Month/Year) | Date To (Month/Year) | Reason |
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| **Statement of Application:** | | | |
| You are invited to provide further information in support of your application.  Please make full use of this section and continue on additional sheets if necessary. Please refer to the job description and person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. | | | |
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| **Referees:** | | | |
| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. * Please do not name relatives or people acting solely in their capacity as friends as referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** | | | |
| **Referee 1** | | **Referee 2** | |
| Title (Miss/Mr etc) |  | Title (Miss/Mr etc) |  |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Company Name |  | Company Name |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |
| Fax Number |  | Fax Number |  |
| Email Address |  | Email Address |  |
| In what capacity do you know the referee? |  | In what capacity do you know the referee? |  |

| **Reasonable Adjustments to the Shortlisting Process:** |
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| ACM welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **Declarations:** |

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| This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. Criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice which can be viewed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>  *Important changes to the law on the disclosure of criminal records information mean that a prospective employer can only ask you to disclose any unspent cautions, convictions, warnings or bindovers, that are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  New filtering rules have also been introduced, although these rules do not apply for individuals who have two or more convictions. Guidance and criteria on the filtering rules can be found at the Disclosure and Barring Service website at:* [*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates*](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) *Also, because positions in schools/colleges are considered to be ‘excepted’, when your certificate is issued it may contain information on spent convictions that the DBS decides your employer needs to take into account in order to ensure the protection of vulnerable groups, including children. In addition, some specific offences will never be removed from a DBS certificate, such as serious sexual and violent offences. You can view this specified list of offences at:* [*https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check*](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)  Further guidance on what convictions you must declare and a policy on recruiting ex-offenders are available from ACM. Should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy. Providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police.  If you have lived, studied or worked overseas in the last ten years for a period of three months or longer you will be required to obtain a Certificate of Good Repute (also referred to as a Statement of Good Conduct) from the national embassy of the country/countries you have resided in to verify that you did not receive any convictions whilst living there. We would only expect an applicant to arrange for a Certificate of Good Repute after an offer of employment is made. The cost of this and any necessary translation would be met by the applicant. | |
| **Please answer the following questions:** | |
| Do you have any unspent convictions, cautions, warnings or bind-overs, from any Country, that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you? | YES / NO |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. National College for Teaching & Leadership)? | YES / NO |
| Have you **ever** been the subject of a child protection concern which was substantiated, and/or disciplined for the same? | YES / NO |
| **It is a criminal offence for barred or disqualified individuals to seek, or to undertake, work with children.**  If you have answered ‘YES’ to any of the above, please provide **further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’. We do not require you to submit this with your application pack. However, if you are invited to interview you MUST bring this with you and provide it to the interview panel.** | |

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| **Medical Clearance**  All successful applicants are required to complete a pre-employment medical questionnaire. |

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| **Availability for Interview:** |
| Please list any dates when you are not available for interview. |
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| * I declare that the information I have given on this form is correct. * I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. * I understand that my application form will be retained on an electronic file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. For successful candidates, data will be retained until termination plus 6 years. For unsuccessful candidates, information will be retained for 6 months and then destroyed in accordance with GDPR. * I give consent for ACM to request employment/academic information about me for reference purposes, such information will be retained in accordance with GDPR. * I note that the information provided on this application form may be held, further processed or verified in accordance with GDPR | | | |
| Signature of Applicant |  | Date |  |
| **If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview** | | | |
| **Retention of Application Forms:**  It is ACM’s policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy.  If you **do not** wish to be contacted if a suitable vacancy arises please tick this box ❑ | | | |

**Thank you for your application.**

1. ACM complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance “Keeping Children Safe in Education” (2018) ; these are used for identification purposes and to verify that a full education and employment history has been provided. [↑](#footnote-ref-1)