# Employee Application Form

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| **Name:** |  |
| **Post Applied For:** |  |

Please send the completed application form by email or post, together with a covering letter and any other information requested, to:

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| Miss Stacey McAleer HR & Finance Administrator St Mary’s Music School Coates Hall 25 Grosvenor Crescent Edinburgh EH12 5EL  Email vacancies@st-marys-music-school.co.uk |  |

Please note that if the Employee Application Form is returned by email, the Fitness for Work and Declaration sections will required to be signed at interview stage.

### Please complete using capitals and black ink or complete electronically.

### Personal Details

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| **Surname:** |  | **Title:** |  |
| **Forename(s):** |  | | |
| **Name at birth  (if different):** |  | | |
| **Current address and post code:** |  | | |
| **Telephone Number:** | Day:  Evening:  Mobile: | | |
| **Email address:** |  | | |
| **National Insurance Number:** |  | | |
| **Nationality:** |  | | |
| **Work Permit:** | If you are from outside the European Economic Area (EEA) or from an EEA country where specific restrictions apply, do you need a work permit for this post? | | Yes / No \* |
| **Driving Licence:** | Do you have a full and current driving licence? | | Yes / No \* |

\* Please delete as applicable

### Relationship to existing employees or Directors of St Mary’s Music School Trust Ltd

Please note any relationships below.

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### Please let us know where you heard about this vacancy?

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### Fitness for Work

It is St Mary’s Music School policy to ask all prospective employees to confirm that they are physically and mentally fit for the purposes of the work described in the job description that relates to the post they are applying for.

Please sign either of these declarations.

a) I am physically and mentally fit for the purposes of the work described in the relevant job description.

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| **Signature:** |  | **Date:** |  |

b) I would like the undernoted medical condition(s) to be taken into account when considering me for the position noted in the relevant job description.

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| **Signature:** |  | **Date:** |  | |
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### Academic and/or Vocational Qualifications

Please include any postgraduate qualifications or continuing professional development relevant to this post. If you are invited for interview, you will be asked to produce original certificates.

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| **School/College/University/Professional Body** | **Qualification and Grades/Levels Obtained** | **Date Obtained** |
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### Membership of any Professional Bodies

Please list any relevant memberships. If you are a member of a Regulatory Body (e.g. GTCS, SSSC) please also note your registration number.

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### Previous Employment

Please list in chronological order, most recent first. Include explanations for any periods not in employment or education/training. Continue on a separate sheet if necessary.

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| **Dates (from/to)** | **Name and address of employer** | **Job title, brief description of duties and reason for leaving** |
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**Current Salary and Hours of Work**

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### Personal Statement

Please provide a statement noting the personal qualities and experience that you believe are relevant to your suitability for the post advertised. Continue on separate sheets if required.

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### Application Statement

Please explain why you are interested in applying for this post.

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### References

Please provide the **names and addresses** of **three** people who could provide a reference regarding your suitability for the post for which you are applying. One referee should be your current or most recent employer.

Please contact your referees to ensure they are willing to give a reference for you.

If you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

References from relatives or those writing solely in the capacity of friends will not be accepted.

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| **Name:** | **Job Title/Position and Capacity known in:** | **Address, telephone number and email (if available):** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

### Data Protection Act 1998

Your signature on this document gives the School the right, under the Data Protection Act 1998, to process the information you have given, including data of a sensitive nature, for processes relating to your application for employment, which have been notified to the Information Commissioner’s Office. Any processing of the data by the School will be in accordance with the School’s Data Protection Policy and the processing principles set out by the Act. If you are invited for interview, you will be asked to produce three forms of identification as part of our vetting process and to complete an application for membership of the PVG (Protecting Vulnerable Groups) Scheme. Application paperwork of unsuccessful candidates will be destroyed after six months.

### PVG (Protecting Vulnerable Groups) Scheme

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| --- | --- | --- | --- | --- | --- | --- | --- |
| I am/I am\* not a member of the PVG Scheme **for regulated work with children** (please delete as appropriate). | | | | | | | |
| My 16 digit membership number is: |  |  |  |  |  |  |  |

### Convictions/Cautions

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. You are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, ‘Offences which must always be disclosed’ of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Candidates are not required to disclose spent convictions for offences included in Schedule B1, ‘Offences which are to be disclosed subject to rules’ until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

These lists of offences are available on the Disclosure Scotland website or at [www.legislation.gov.uk](http://www.legislation.gov.uk).

Do you have any unspent convictions or spent convictions that you are required to disclose?

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### Declaration

I hereby certify that the information given to you on this form is correct to the best of my knowledge. I understand that if any false or deliberately misleading information is given then my name will be withdrawn from the list of applicants.

I declare that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council, and have no convictions, cautions or bind-overs. I am aware that, if successful, I will be required to provide information leading to membership of the PVG Scheme or to allow St Mary’s Music School to obtain an update of my record.

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| **Signature:** |  | **Date:** |  |