*Office use only*

**Date Received:**

**\_\_\_ / \_\_\_ / 20\_\_\_**

APPLICATION

FORM

SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLIED FOR: **MUSIC TUTOR**

Please return your completed application form to:

Schools’ Instrumental Music Lead Officer

Essex Music Services

Essex County Council

E2, County Hall

Chelmsford

Essex

CM1 1QH

or email to [**john.hutchings@essex.gov.uk**](mailto:john.hutchings@essex.gov.uk)

Thank you for your interest in this post. The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type, and ensure you complete all sections. The Declaration must be signed and can be found at the end of this form.

Please complete this form and if there is insufficient space for your information, continue on a separate sheet.

Please note that during the recruitment and selection process your application will be assessed against the selection criteria for the role. You are therefore advised to address these in your application.



**SECTION 1: PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **First name:** | **Title:** |
| **Previous names:** | **Date of birth:** |
| **Telephone number (day):** | **Telephone number (evening):** | **Mobile number:** |
| **Current address:**  **Postcode:**  *If you have resided at this address* ***for less than 5 years*** *please provide details of any previous addresses below.* | | |
| **Previous address(es):**  **Postcode:**  *(please continue on a separate sheet or add extra rows to the table below as and if necessary)* | | |
| **Email address:** | | **National insurance number:** |
| UK/EC passport holder? **YES NO** *(delete as appropriate)* | | |

**SECTION 2: EMPLOYMENT**

**SECTION 2a: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name & address of current employer**: | **Position held:** |
| **Date Employment Commenced:** |
| **Salary:**  **Other allowances:** |
| **Notice required:** |
| **Please give a brief description of your current duties & responsibilities:** | |
| **Reasons for leaving / wishing to leave:** | |

**SECTION 2b: PREVIOUS EMPLOYMENT**

*(please continue on a separate sheet or add extra rows to the table below as and if necessary)*

Please provide a full history of your employment, education and training in chronological order since leaving secondary education.

You must include start and end dates and reasons for leaving employment and explanations for periods not in employment, education or training. There must be no gaps that are unexplained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer & Nature of business** | **Position held** | **From:**  **To:** | **Main Duties** | **Reason for Leaving** |
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**SECTION 2c: BREAKS IN EMPLOYMENT HISTORY**

Please provide details of any breaks in employment since leaving secondary education, and your activities during these times, e.g. unemployment, raising family, voluntary work, training.

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|  |

**SECTION 3: EDUCATION**

**SECTION 3a: EDUCATION & QUALIFICATIONS**

Please provide details of secondary & tertiary qualifications, including class of degree, university & year awarded.

*(please continue on a separate sheet or add extra rows to the table below as and if necessary)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Place of Study** | **Date of commencement** | **Date of completion** | **Result** | **Subject Area** |
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**SECTION 3b: TRAINING UNDERTAKEN**

Please list courses that are relevant to this position.

*(please continue on a separate sheet or add extra rows to the table below as and if necessary)*

|  |  |  |
| --- | --- | --- |
| **Training Course** | **Organising body** | **Dates** |
|  |  |  |
|  |  |  |
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**SECTION 3c: MEMBERSHIP OF PROFESSIONAL BODIES**

Please list whether you are a member of any professional bodies that are relevant to this position.

*(please continue on a separate sheet or add extra rows to the table below as and if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation/institution** | **Level of membership** | **Membership number** | **Expiry Date** |
|  |  |  |  |
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**SECTION 3d: DRIVING LICENCE**

|  |
| --- |
| **Do you hold a full current UK driving licence?** **YES NO** *(delete as appropriate)* |
| **If yes do you have any current endorsements?** |
| *If yes please provide details:* |
| **What class of vehicle are you licensed to drive?** |
| **Do you have access to a vehicle for which you are able to use for work purposes?**  **YES NO** *(delete as appropriate)* |
| **If not, are you able to travel, for work purposes, by another means of transport?**  **YES NO** *(delete as appropriate)* |

**SECTION 3e: COMPUTER / SOFTWARE EXPERIENCE**

|  |  |
| --- | --- |
| **Computer/Software package** | **Level of competence (i.e. basic, intermediate, advanced)** |
|  |  |
|  |  |
|  |  |

**SECTION 3f: HOBBIES / INTERESTS**

|  |
| --- |
|  |

**SECTION 4: TEACHING**

**SECTION 4a: INSTRUMENTAL TEACHING**

Please indicate below the instruments you offer, and to what standard. Please refer to specific instruments rather than families of instruments, and whether you can offer those instruments in 1-to-1 teaching, in a whole-class instrumental teaching scenario (First Access), and in delivering ensembles, ticking those boxes as appropriate. For the Ensemble column, please give details of the type of ensemble(s).

*(please continue on a separate sheet or add extra rows to the table below as and if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Instrument** | **1-to-1** | **First Access\*** | **Ensemble** |
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***\* First Access is our WCET programme***

**Please indicate as appropriate of the following if you have skills in:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SEND** | **Inclusion** | **Diversity** | **Music Technology / Production** | **Curriculum Delivery (Primary)** | **Curriculum Delivery (Secondary)** |
|  |  |  |  |  |  |

**SECTION 4b: TEACHING AVAILABILITY**

The nature of working as a peripatetic music tutor with Essex Music Services is dependent on location and availability. To help us best assess your suitability for the work we have, please indicate below which areas of Essex you would be willing to travel to for work, and if appropriate, on which days.

**Area**:

|  |  |
| --- | --- |
| **Quadrant** | **Yes/No** |
| **North**  (Colchester, Harwich, Clacton-on-Sea, Tiptree, Tendring) |  |
| **Mid**  (Halstead, Braintree, Witham, South Woodham Ferrers, Chelmsford, Maldon) |  |
| **South**  (Brentwood, Basildon, Billericay, Castle Point, Rochford, Canvey Island) |  |
| **West**  (Saffron Waldon, Great Dunmow, Waltham Abbey, Loughton, Epping, Harlow, Uttlesford) |  |

**Availability:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | | **Saturday** | |
| **Yes**  **/No** | **AM** |  | **AM** |  | **AM** |  | **AM** |  | **AM** |  | **AM** |  |
| **PM** |  | **PM** |  | **PM** |  | **PM** |  | **PM** |  | **PM** |  |

**SECTION 5: PERSONAL STATEMENT**

**Please tell us why you have applied for this position, providing examples of previous responsibilities and achievements which make you particularly suited to this role, and in particular why you wish to work for Essex Music Services.**

* Please use both the job description and our website as prompts to describe the experience, skills, competencies and qualifications that make you suitable for this job.
* These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with.
* You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the job description.

The Organisational Behaviours of Essex County Council are:

* Displays a passion for making a difference. Creates and shares an ideal image of what we can become and motivates others to see exciting possibilities for the future.
* Thinks creatively, takes calculated risks and learns from mistakes. Is curious and challenges the status quo, seeking opportunities for original solutions.
* Supports and encourages others to experiment with new ways of working in an atmosphere of trust, respect and dignity. Accountable for own development and sharing best practice with others.
* Creates and develops networks and involves others to first understand their point of view and then join together in a common purpose. Crosses internal and external organisational boundaries to improve and deliver shared solutions and services in ways that achieve mutual gain.
* Provides a quality service by displaying professional excellence and expertise taking into account diverse customer needs. Seeks best value for money and pursues commercial opportunities as they arise.

|  |
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| ***Please write your statement here:*** |

*Please continue on a separate sheet if necessary.*

**SECTION 6: REFERENCES & DECLARATION**

**SECTION 6a: REFERENCES**

Please provide contact details for two referees. One referee should be your current or most recent employer. Where 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. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

|  |
| --- |
| **Name of first referee (your current or most recent employer):** |
| **Position:** |
| **Address:** |
| **Telephone number:** |
| **Email address:** |
| **Your relationship to the referee:** |

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| --- |
| **Name of second referee:** |
| **Position:** |
| **Address:** |
| **Telephone number:** |
| **Email address:** |
| **Your relationship to the referee:** |

*Unless you have otherwise stated, references will be taken up if you have been selected for interview.*

**SECTION 6b: CLOSE PERSONAL RELATIONSHIPS**

|  |
| --- |
| Are you a relative or partner, or do you have a close personal relationship with, any employee of the establishment to which your application is being made or to any County Councillor or employee of Essex County Council/Essex Music Services?  **YES NO** *(delete as appropriate)* |
| If ‘yes’, please state the name(s) of the person(s) and relationship: |

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of County Councillors or Senior Managers of Essex County Council/Essex Music Service by or on your behalf is not allowed.

**SECTION 6c: DECLARATIONS**

Please confirm the following statements are true by signing the bow below:

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation, and is likely to result in dismissal.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a ‘disclosure of criminal convictions’ form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

**Safer Recruitment**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

**Data Protection Act 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

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