**Application Form**

1. **Personal Information**

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| Surname: |  | Forename: |  |
| Address (for correspondence): |  | | |
| Telephone: |  | Email: |  |

1. **Post applied for:** You may apply for a ‘Choral Director’, ‘Instrumental Tutor’, ‘Assistant Director of the Schools Singing Programme’, or ‘Assistant Director of the Keyboard Training Programme’. If you would like to apply for a joint post then please write ‘Choral Director and Instrumental Tutor.’

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| Name of post: |  |
| Specialist Instrument(s): (complete this only if applying for an instrumental or joint post) |  |
| This post requires travel in the Diocese and a full UK driving licence. Please confirm that you hold one. Please explain if otherwise. |  |

1. **Most recent employment**

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| --- | --- | --- | --- |
| Employer: |  | Job title: |  |
| Date of appointment: |  | Date of termination: |  |
| Current Salary: |  | Notice period: |  |
| Please describe the main duties and responsibilities of your current / most recent post: | | | |
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1. **Employment history:** Please give full details of **ALL** previous employment and explain any gaps.   
   (Please complete in chronological order, starting with the most recent)

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| --- | --- | --- | --- | --- | --- |
| Name of Employer | Job Title | Main duties | From (Month/Year) | To  (Month/Year) | Reason for leaving |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

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| Dates (from – to) | Activity |
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1. **Education and professional qualifications**(Please complete in chronological order, starting with the most recent)

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| --- | --- | --- | --- |
| School/College/University | From (Month/Year) | To (Month/Year) | Qualification and Date of Award |
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1. **Continuing Professional Development**

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

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| Course Title | Course Provider | Length of Course | Dates  From – To | Award / Classification  (if applicable) |
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**Safeguarding:**

Please provide details of your most recent safeguarding training:

**Professional Memberships:**

Please list any professional bodies of which you are a member:

**Interests and Hobbies:**

Please list your interests and hobbies outside of work:

**Supporting Statement:**

Please provide a written statement of **no more than 500 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the job description and person specification applicable to the post. You should pay attention to the national standards for the position for which you are applying.

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1. **References**

Please give the names and addresses of two people we may approach for a reference, who can comment on your suitability for this position. One referee must be your present or most recent employer.

In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

* all disciplinary offences (including those where the penalty is “time expired” if relating to children); and
* all child protection allegations including the outcome of any child protection investigations.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

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| **Present/Most recent employer** | | | | |
| Name: |  | | Job title: |  |
| Address:  Postcode: |  | | | |
|  | | Telephone: |  |
| Email: |  | | | |
| Permission to contact the referee prior to interview | | YES/NO | | |

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| **Second Referee** | | | | |
| Name: |  | | Job title: |  |
| Address:  Postcode: |  | | | |
|  | | Telephone: |  |
| Email: |  | | | |
| Permission to contact the referee prior to interview | | YES/NO | | |

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| **Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**  The Diocese of Leeds is obliged by law to operate a checking procedure for employees who have access to children and young people.  Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.  Yes ☐ No ☐  If yes please provide full details:    **It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**  In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking the box you consent to a DBS Check(s) being made: ☐  **Rehabilitation of Offenders Act 1974**  If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), then the details of these must be disclosed if you are invited for an interview.  If you are invited for an interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form. |

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| **Request for Your Consent to Process Your Data**  In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.  **Important information regarding your consent**   1. We are Diocese of Leeds Music Programme, Cathedral House, Great George Street, Leeds, LS2 8BE. 2. Being an education provider we work closely with the Diocese of Leeds Safeguarding and Education Departments and the Catholic Education Service with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions. 3. The person responsible for data protection within our organisation is Robert Finnigan and you can contact him with any questions relating to our handling of your data. You can contact him at DPO@dioceseofleeds.org.uk or 0113 261 8031*.* 4. We require the information we have requested on this form in order to process your application for employment. 5. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise. 6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy. 7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months. 8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form. 9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent. 10. To read about your individual rights you can refer to our fair processing notice and data protection policies. 11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Diocesan Director of Communications and Press Secretary to the Bishop of Leeds, Rowan Morton-Gledhill at [complaints@dioceseofleeds.org.uk](mailto:communication@diceseofleeds.org.uk) or 07703 341527. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).   **Request for your consent**  Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:   * I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐ * Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above ☐ * I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☐ No ☐   **Immigration, Asylum and Nationality Act 2006**  The Diocese of Leeds Music Programme will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in the Notes to Applicants. By checking the box below you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☐  **Immigration Act 2016**  The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016. |

**Declaration**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for an interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

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| Signature: | Date: |

Please return form to Jessica Shears, Diocese of Leeds Music Administrator and Fundraiser, by email to [office@dioceseofleedsmusic.org.uk](mailto:office@dioceseofleedsmusic.org.uk)

1. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation….”* [↑](#footnote-ref-1)