



## APPLICATION FORM SECTION 1 OF 4 PERSONAL DETAILS

Name:	
Post applied for:	

**PERSONAL DETAILS:**

Mr/Mrs/Miss/Ms/Other	Forenames:	Surname:
Address:		
Postcode:		
Contact details:	Work:	Mobile:
	Home:	Email:
Date of birth:	National Insurance Number:	
Do you have a family or close relationship to an employee of YYM or Member of the Board of Trustees? If yes, please give name(s) and relationship:		
Number of working days absent or sick in the last two years:		
Give details of illnesses you have had involving more than a week off work.		

EDUCATION AND QUALIFICATIONS

Schools / Colleges / University attended	Dates: From: To	Course of study / Qualifications	Grade / Class	Year Obtained

OTHER TRAINING (RELEVANT TO POST APPLIED FOR)

Name of Course	Dates: From: To	Details



APPLICATION FORM SECTION 2 OF 4  
TEACHING / PERFORMING EXPERIENCE

Name:	
Post applied for:	

**Full Record of employment from leaving school, including teaching/performing experience. Please leave no unexplained gaps – include periods of unemployment, study, voluntary work, bringing up a family, part-time work or multiple employment. It is especially important that reasons for leaving are given fully.  
(Continue on separate sheet if necessary)**

Post Title	Name and Address of Employer	Key Duties	Salary	From/To	Reason for Leaving

Please detail any other experience or information which you consider relevant for this post

## APPLICATION FORM - SECTION 3 OF 4 DECLARATIONS

Name:	
Post applied for:	

### GENERAL

Under the Rehabilitation of Offenders Act 1976, are there any convictions which you are required to disclose?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of anything which may affect your ability to take up employment if offered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.**

Have you ever been convicted of a criminal offence, cautioned or bound-over	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered Yes above, please state the nature of offence(s) and the date and place of the conviction(s), caution(s) or bind-over(s)		
Give any other names you have used with dates of usage eg maiden name, former marriage, change by deed poll:		
<b>DISCIPLINARY RECORD</b>		
Please give details of any/all disciplinary action taken against you by any employer. Give a brief outline of the issue, process and the outcome:		

Do you need a work permit or visa to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do you have a work permit as at the date of this application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the date of issue?		
Place of issue?		
Date of expiry?		

**N.B Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. All successful applicants will be required to show proof of their right to work in the UK.**

Do you have a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any current endorsements? (Give details)		

## REFERENCES

Please give the name and address of two referees. These should be your two most recent employers, including your present employer where applicable, or a relevant academic principal. If you are not currently working with children, but have previously done so, you must also provide a referee for your most recent employment with children. Personal referees should be given only when there is no previous employer or educational establishment to which reference can be made.

<b>Referee 1</b>			
Name			
Address			
Postcode			
Contact details	Tel:	Email:	
May we contact prior to interview?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Referee 2</b>			
Name			
Address			
Postcode			
Contact details	Tel:	Email:	
May we contact prior to interview?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Additional Referee</b>			
Name			
Address			
Postcode			
Contact details	Tel:	Email:	
May we contact prior to interview?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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## DECLARATION

I hereby consent to Yorkshire Young Musicians Ltd processing the data on this form, and (if applicable) subsequent data collected during the administration of my term of employment in line with the requirements of the Data Protection Act 1988.

I agree that during the course of any employment I will inform YYM Director immediately of any conviction for a criminal offence (other than minor road traffic and parking offences).

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

I am not barred or disqualified from working with children or subject to sanctions imposed by a regulatory body relating to this type of work. I have declared any convictions, cautions and bind-overs.

Signature:	Date:
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**Electronic submissions:** For persons submitting applications by email please type your name and the date above. These details, together with your attached email, will be deemed to form an electronic signature. However, please be aware, that you will subsequently be required to sign a hardcopy of the application form.



## APPLICATION FORM SECTION 4 OF 4 EQUALITY MONITORING FORM

Post applied for:	
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YYM aims to offer equality in employment and selects staff on merit, irrespective of race, religion, sex, disability, or age. You are not obliged to complete this form, but it will help YYM monitor the effectiveness of our equality policy. In accordance with Data Protection Act 1998, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only. Thank you for your assistance.

**Question 1**

<b>How did you hear about this vacancy?</b> (please tick):	<input type="checkbox"/> YYM Website	<input type="checkbox"/> The Guardian	<input type="checkbox"/> The Guardian website
	<input type="checkbox"/> Daily Telegraph	<input type="checkbox"/> Classical Music	<input type="checkbox"/> Word of mouth
	<input type="checkbox"/> TES	<input type="checkbox"/> Artsjobs	<input type="checkbox"/> Other Please specify

**Question 2**

<b>Sex</b> (please tick):	<input type="checkbox"/> Female	<input type="checkbox"/> Male
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**Question 3**

<b>Age</b> (please tick):	<input type="checkbox"/> 16-25	<input type="checkbox"/> 26-35	<input type="checkbox"/> 35-50	<input type="checkbox"/> over 50
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**Question 4**

<b>Ethnic Group</b> (please tick):  This information is required to monitor the ethnic origin of the YYM's work force. These categories are recommended by the Commission for Racial Equality and have been used in the recent population census.	White	British	<input type="checkbox"/>
		Irish	<input type="checkbox"/>
		Other White background Please specify	<input type="checkbox"/>
	Mixed Race	White & Black Caribbean	<input type="checkbox"/>
		White & Black African	<input type="checkbox"/>
		White & Asian	<input type="checkbox"/>
		Other mixed background Please specify	<input type="checkbox"/>
	Asian or Asian British	Indian	<input type="checkbox"/>
		Pakistani	<input type="checkbox"/>
		Bangladeshi	<input type="checkbox"/>
		Other Asian background Please specify	<input type="checkbox"/>
	Black or Black British	Caribbean	<input type="checkbox"/>
		African	<input type="checkbox"/>
		Other Black background Please specify	<input type="checkbox"/>
	Chinese or other ethnic group	Chinese	<input type="checkbox"/>
Other Please specify		<input type="checkbox"/>	
I do not wish to identify my ethnic group at this stage		<input type="checkbox"/>	

**Question 5**

<b>Do you have a disability?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I do not wish to identify
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Please give details of your disability and any support, help or specific equipment or adaptations you would need at interview or in the job:

The definition of a disability under the DDA is 'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.' The Disability Discrimination Act (DDA) 1995 makes it unlawful to discriminate against current or prospective employees. YYM will make reasonable adjustments in the workplace so as not to place a disabled person at a substantial disadvantage.



Question 6

**Communication Barriers**

A communication barrier may affect your ability to receive and understand information eg literacy/numeracy skills, English is not your first language. **Do you need any support/assistance or translation help due to a communication barrier?**

Question 7

**Immigration and Workers Registration**

The Accession (immigration and Workers Registration) Regulations 2004 requires that you must register with the Home Office upon successful appointment if you a national from one of the following countries. Please tick if you are a national of:

Latvia	<input type="checkbox"/>	
Slovenia	<input type="checkbox"/>	
Czech Republic	<input type="checkbox"/>	
Lithuania	<input type="checkbox"/>	
Slovakia	<input type="checkbox"/>	
Estonia	<input type="checkbox"/>	
Hungary	<input type="checkbox"/>	
Poland	<input type="checkbox"/>	