

SOAR VALLEY MUSIC CENTRE



Confidential Application for Employment

Personal Details

Surname/Family Name _____ Forename(s) _____
Home address _____ Title Mr/Mrs/Miss/Ms/Other _____
_____ Date of Birth _____
County _____ Postcode _____ Telephone _____
e-mail _____ Mobile _____

Job

Job Title _____ Ref / Job Cod _____

Employment History

Present Employer	From	To	Details of duties
Post			
Salary			Notice Required

Previous Posts

Most Recent First

Name of Organisation	From	To	Details of duties

Secondary School or Colleges attended

Name of School/s and Colleges attended	From	To		

Qualifications

Subjects	Level	Date (to be) completed	Grade	Predicted Grade



References

Please provide names and address of two people who will stand as referees for you. One of whom should be your present or most recent employer. Neither of referee should be a relative.

Name _____

Name _____

Address _____

Address _____

Postcode _____

Postcode _____

Telephone _____

Telephone _____

Relationship to applicant _____

Relationship to applicant _____



Office Use Only

Date received _____

Interview offered _____ date of interview _____ Outcome _____

Offer letter _____ Accepted _____

Start letter sent _____

Reasons if not selected for interview or not successful at interview (date & sign)

Retention of Information

Records of all unsuccessful applications will be kept by Soar Valley Music Centre for a period of 12 months from the date that an appointment decision is notified, together with brief notes. This information is kept for monitoring purposes, as evidence should a claim of unlawful discrimination be made against Soar Valley Music Centre and is a requirement of central government in the event that the person appointed to the position originates from outside the European Economic Area, and a certificate of sponsorship is required by the Home Office.

SOAR VALLEY MUSIC CENTRE



Confidential Equal Opportunities Classification Form

Soar Valley Music Centre has a commitment to ensuring that staff are appointed, and promoted on the basis of merit, regardless of ethnic origin, nationality (within current legislation), gender, marital status, disability, parental responsibilities, sexual orientation, religion, race, colour or age.

Monitoring enables us to see what is happening in practice, to assess the impact of our equal opportunities policy and its implementation, to set any targets for improvements and measure progress.

In order that we can monitor our equal opportunities policy effectively, **we ask that you complete and return this form.** The information you provide will be treated in the strictest of confidence and will be used for monitoring only. It will be detachable from the application form prior to shortlisting and will not be used as part of the recruitment process.

All data supplied on this form will be stored on computer records and managed in accordance with the Data Protection Act.

Title Surname

Forename Previous Surname

DOB

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

 Gender

Marital Status

Single	Married	Separated	Divorced	Widowed
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Disability I have a disability I have no disabilities

Are there any adjustments that need to be made for the purposes of:

a) The Interview _____ b) The Job _____

Ethnic Origin

Asian or Asian British - Bangladeshi	<input type="text"/>	Mixed - White & Asian	<input type="text"/>
Asian or Asian British - Indian	<input type="text"/>	Mixed - White & Black African	<input type="text"/>
Asian or Asian British - Pakistani	<input type="text"/>	Mixed - White & Black Caribbean	<input type="text"/>
Asian or Asian British - Other	<input type="text"/>	Mixed - Any Other Mixed Background	<input type="text"/>
Black or Black British - African	<input type="text"/>	White - British	<input type="text"/>
Black or Black British - Caribbean	<input type="text"/>	White - Irish	<input type="text"/>
Black or Black British - Other	<input type="text"/>	White - Other	<input type="text"/>
Chinese	<input type="text"/>	Other _____	<input type="text"/>

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 is intended to ensure that a person convicted of a criminal offence (whether in the UK or abroad) not involving a sentence of more than 2.5 years' imprisonment who has not since re-offended for a specified period of time (a rehabilitation period) related to the severity of their sentence is treated as if the offence, conviction and sentence had never occurred.

Sentences of more than 2.5 years put an individual concerned outside the scope of the Act. Such convictions can never therefore become spent.

(Exceptions) (Amendment) order 1986

Exempted professions NOT covered by the Rehabilitation of Offenders Act 1974 are:-

- Medical Practitioner
- Barrister (in England & Wales), advocate (in Scotland), solicitor
- Chartered accountant
- Dentist, Dental Hygienist, Dental Auxiliary
- Veterinary Surgeon
- Nurse, Midwife
- Ophthalmic optician, Dispensing optician
- Pharmaceutical chemist
- Registered teacher (in Scotland)
- Any profession to which the Professions Supplementary to Medicine Act 1960 applies and which is undertaken following registration under the Act.