



JOB APPLICATION FORM

Please save this form to your computer, complete and return as an e-mail attachment to admin@gamusic.co.uk

POST APPLIED FOR _____

Part 1 PERSONAL DETAILS (USE BLOCK LETTERS)

Title by which you wish to be addressed	Forename(s)	Surname
Full Address	Home telephone number	
Post Code	Mobile Phone Number	
Do you require a work permit to work in the United Kingdom?	Work Phone Number	
Yes	Extension	
No	Email	

Part 2 EDUCATION AND QUALIFICATIONS

SECONDARY EDUCATION

From - to	School	Exam Level	Examination results (subject, grade)

ACADEMIC

(degree level or above / professional qualifications, e.g. accountancy)

From - to	School	Exam Level	Examination results (subject, grade)

OTHER TRAINING COURSES

From - to	School / Training Org.	Level	Examination results (subject, level, grade)

MEMBERSHIP OF PROFESSIONAL BODIES

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Part 3 EMPLOYMENT

Name of current employer _____

Address _____

Post held _____ From _____ To _____

Salary (pa) _____ Notice required _____

Brief description of duties _____

Previous employment (most recent first)

From	to	Employer's name and Address	Position held and duties

Part 4 EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION

Please state why you are interested in the post and how your experience and achievements to date would make you a suitable candidate. Please include details of any voluntary work.

NB. Relate your information to the job description, person specification and other information provided. Please address each item on the person specification using the appropriate headings.

Please list any other interests and hobbies

Have you ever been convicted of a criminal offence? If YES please specify here, including offence and date of conviction. Please DO NOT give any further information or explanation. Spent convictions need not be declared unless you are required to declare such a conviction under the Rehabilitation of Offenders Act 1974.

PART 5 VERIFICATION OF EMPLOYMENT OR EDUCATION RECORD

Please give details of two referees (not relatives) who know you well and can provide current information about your work experience and skills. One referee must be your present or most recent employer.

If you have not been in paid employment, please give the head of relevant education or training establishment and/or the manager of a voluntary organisation for whom you have worked.

Name	Occupation/Job Title Connection with candidate	Full Address	Telephone Number

Verification is normally only sought after interview. Please tick this box if you do not wish us to approach your present employer unless a firm offer of employment has been made.

Declaration

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment.

Any offer of employment is subject to a satisfactory DBS check and references.

Signature _____ Date _____

Please outline below where you saw / how you heard about this job opportunity:



Equal opportunities monitoring form

Gloucestershire Academy of Music strives to be an Equal Opportunities employer and to ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, nationality, gender, disability, religion/belief, sexual orientation, marital status, social class, age, unrelated criminal conviction or whether you wish to job share. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. Please complete the following by ticking the relevant boxes.

I would describe my race or ethnic origin as:

- White UK White other: please specify -
- Black African
- Black Caribbean
- Black other: please specify -
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian: please specify -
- Any other race or ethnic group please specify -

Gender Female Male

I am aged between 16 and 65 years Yes No

I have a disability I would like you to know about Yes No

I am registered disabled with a job centre Yes No

I am applying for this post as a job sharer Yes No

Please state where you saw the position advertised: _____

Post applied for _____

Date _____

The information you provide on this form will help us to monitor our Equal Opportunities Policy and make sure it is working in practice. It will be treated in the strictest confidence and forms no part of the selection process.