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| **Personal Details** | |
| **Preferred Title:** | **Email:** |
| **Surname:** | **Contact Number:** |
| **First Name:** | **Home Address:** |
| **National Insurance Number:** | |

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| **Right to Work** | | | |
| **Do you have permission to work in the UK?** | | **If you answered yes, is this because:** | |
| **Yes** |  | **You’re a British or Irish citizen** |  |
| **No** |  | **You have pre-settled or settled status from the EU Settlement Scheme - or you’ve applied and you’re waiting for a decision** |  |
|  | |
| **You have a family permit from the EU Settlement Scheme** |  |
| **You have indefinite leave to enter or remain in the UK** |  |
| **You have right of abode in the UK** |  |
| **Other** |  |

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| **Disability Confident** | |
| **As a Disability Confident employer, we guarantee an interview to anyone disclosing a disability whose application meets the minimum criteria for the post.**  **Would you classify yourself as having a long-term disability, physical or mental impairment?** | |
| **Yes** |  |
| **No** |  |
| **Not Disclosed** |  |

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| **Travel Arrangements** | |
| **Are you able to travel for work purposes?** | |
| **Yes** |  |
| **No** |  |
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| **Do you hold a full valid UK driving licence?** (Please note: this is only a requirement for specific roles, which will be indicated on the advert) | |
| **Yes** |  |
| **No** |  |
|  | |
| **Please provide details of how you plan to travel (for work purposes)?** | |
| **Have use of or own a vehicle** |  |
| **Bicycle or motorbike** |  |
| **Local public transport** |  |
| **Taxi / Uber** |  |
| **Walk** |  |
| **Other** |  |

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| **Teaching Specifics** | | |
| **What instrument(s) do you teach?** | | |
|  | | |
| **Hertfordshire Music Service is split over 6 regions.**  **Which region(s) are you willing to travel to (please select)?** | | |
| **Dacorum** | |  |
| **Watford & Three Rivers** | |  |
| **St Albans** | |  |
| **Welwyn & Hatfield** | |  |
| **North Herts & Stevenage** | |  |
| **East Herts & Broxbourne** | |  |
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| **Do you hold Qualified Teacher Status (QTS)?\***  \*not a requirement, we’re just interested to know. | | |
| **Yes** |  | |
| **No** |  | |

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| **Current Employment** | |
| **Employer Name:** | **Position Held:** |
| **Employer Address:** | **Start Date:** |
| **Employer Contact Details (email/phone):** | |

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| **Previous employment**  Please list all previous jobs and work experience starting with the most recent | | | | |
| **From** | **To** | **Name and address of employer** | **Job title** | **Reason for leaving** |
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| **Education and qualifications** | | |
| **Dates attended** | **Name of establishment** | **Qualifications gained** |
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| **Please detail any gaps in employment/education** |
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| **Competency Questions**  Please provide examples where appropriate | |
| **Please tell us about your teaching experience to date.** |  |
| **Please tell us about your experience in teaching small groups, whole class teaching or ensemble directing (if any).** |  |
| **Please tell us about your knowledge of safeguarding.** |  |
| **Please tell us how you believe music lessons help children’s personal and social development.** |  |
| **This role involves the use of IT – are you confident using electronic devices (such as a phone, tablet, laptop or computer), and standard professional applications such as Outlook, Word and Excel to carry out work tasks?** |  |

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| **References** |
| Please provide the names and contact details for two individuals who can provide you with a  professional reference. One of these must be your most recent or current employer. If you are just leaving education, one must be your course tutor. The email account provided must be a workplace email address. **No personal email accounts are accepted**.  We will only request references AFTER an interview has been completed and an offer of employment has been made.  *Please note – should you not be able to meet the above criteria for providing references, we will treat this on an individual basis and work with you to fulfil acceptable referencing.* |
| **Reference 1** |
| **Name:** |
| **Organisation:**  **Organisation Address:** |
| **Position:** |
| **Telephone:** |
| **Email:** |
| **Reference 2** |
| **Name:** |
| **Organisation:**  **Organisation Address:** |
| **Position:** |
| **Telephone:** |
| **Email:** |

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| **Recruitment Monitoring** | |
| **Where did you hear about this job?** |  |

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| **Safeguarding Commitment** |
| We are committed to the safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The Care Quality Commission, Ofsted and Children in Education guidance require us to establish a person’s suitability to undertake a post working with children or adults. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring an enhanced Disclosure & Barring Service (DBS) check. You will be given an opportunity to declare all cautions, bind-overs, pending prosecutions, spent and unspent convictions. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.  By submitting your application, you therefore agree that all information provided is true and accurate to the best of your knowledge. Should any of the enclosed information be found to be untrue or misleading after an offer of employment, we reserve the right to withdraw your application with immediate effect. If you have commenced employment, you may be liable for dismissal without notice. |

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| **Agreement** | |
| **Signature:** | **Date:** |

Please return completed forms to [musichr@hertfordshire.gov.uk](mailto:musichr@hertfordshire.gov.uk).