**APPLICATION FOR EMPLOYMENT – PRIVATE & CONFIDENTIAL**

Please refer to the job description/role summary and person specification for the post before completing this application form, and ensure that you include all relevant information on the form as information supplied in a CV or covering letter will not be taken into account. If there is insufficient space on the form, please continue on a separate sheet of paper, ensuring that each sheet is clearly marked with your name. As this form may be photocopied, please type or write clearly in black ink, using block capitals for names. All dates must include both month and year (MM/YYYY) for safer recruitment compliance.

**This post is subject to a criminal record check at enhanced level.**

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| **POST APPLIED FOR: ASSISTANT ORGANIST** | | | |
| 1. **1. PERSONAL DETAILS** | | | |
| **Title:** |  | **Surname:** |  |
| **Forename:** |  | **Middle name(s):** |  |
| **Address:** |  | **Mobile no:** |  |
|  |  | **Home Telephone:** |  |
| **Postcode:** |  | **Email:** |  |
| **Are you eligible to work in the UK?** | | **Yes / No** | |
| If Yes, please give details:  Please note that you will be required to produce evidence of your eligibility if selected for audition and interview | |  | |
| **Assistance at interview** | | | |
| If you have a disability and require assistance if you are invited for audition and interview, please indicate how we might support you | |  | |
| **How did you hear about this vacancy?** | |  | |
| **Criminal convictions** | | | |
| Do 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)? | | **Yes / No** | |
| If you have answered yes, supply details of all convictions in a separate confidential e-mail to HR at: [recruitment@westminster-abbey.org](mailto:recruitment@westminster-abbey.org). If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.  All posts involving direct contact with children are exempt from the rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975(2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. | | | |
| **AVAILABILITY FOR AUDITION & INTERVIEW** | | | |
| Interviews and auditions are scheduled to take place on Wednesday 24 and Thursday 25 July 2024. Candidates to be called on both days, and for organ practice on a prior evening.  Please specify if you are not available for audition/interview for the week commencing 22 July 2024. | | **Please list if applicable:** | |

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| **2.** **EDUCATION & TRAINING** | | |
| University / College attended | Dates (MM/YYYY) | Courses / results |
|  |  |  |
| Schools attended from age 11 | Dates (MM/YYYY) | Examinations / results |
|  |  |  |
| Please list all musical diplomas, with dates, giving classifications where appropriate (MM/YYYY) | | |
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| Please give a complete list of your organ study to date. | | |
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| **3. EMPLOYMENT HISTORY / PROFESSIONAL EXPERIENCE** (MM/YYYY) |
| Please give full details of your employment history and professional experience, starting with your current / most recent post and working back in order (continuing on a separate page if necessary). In each case please give the dates of your employment, details of your principal duties and responsibilities, and reason for leaving (if applicable). |
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| **4. GAPS IN EDUCATION / EMPLOYMENT HISTORY** (MM/YYYY) |
| Please detail below any gap(s) in your education or employment history. **Essential for Safer Recruitment.** |
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| **5. ADDITIONAL INFORMATION** |
| Please use this section to demonstrate how your knowledge, skills and experience match each of the requirements in the Person Specification (continuing on a separate sheet if necessary) and to explain your interest in the post |
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| **6. REFEREES** | | | | |
| Please give names and addresses of at least two people who have agreed to support your application, and whom we may contact immediately (please note that we may contact referees prior to interview). One referee must be your present or most recent employer and one must be a musician of standing who is qualified to comment on your recent work. If you do not have contact with children in your present role, you must also nominate a referee who can comment on your most recent work with children in a previous role. Please note that if your application is successful we will need to check your work history and you will be asked to provide such additional details as may be necessary to enable this. | | | | |
| Referee 1 | | | Referee 2 | |
| Name: | |  | Name: |  |
| Position: | |  | Position: |  |
| Address: | |  | Address: |  |
| Tel: | |  | Tel: |  |
| Mobile: | |  | Mobile: |  |
| Email: | |  | Email: |  |
| In what capacity do you know this referee? | | | In what capacity do you know this referee? | |
| **Supplementary Referee** (see note above) | | |  | |
| Name: |  | |  | |
| Position: |  | |  | |
| Address: |  | |  | |
| Tel: |  | |  | |
| Mobile: |  | |  | |
| Email: |  | |  | |
| In what capacity do you know this referee? | | |  | |

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| **7. DECLARATION** | |
| I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statement, or withholding of relevant information, may result in the withdrawal of a job offer or termination of employment, and also that references may be taken up prior to interview.  I understand that any false statement, or witholding of relevant information, may result in withdrawing a job offer or termination of employment. | |
| **Signature:**  *(print name if sending by email)* | **Date:** |

**In accordance with the Data Protection Act 2018, this application form and all associated paperwork such as references will be used in the recruitment process and may be disclosed to all those who need to see it. It will also form the basis for your confidential personnel record if you are selected. If you are unsuccessful this form and associated paperwork will be destroyed after a year. Your signature on the form indicates your agreement to your data being processed in accordance with the Act.**