Application for Employment

Human Resources
Royal College of Music, Prince Consort Road, London SW7 2BS

0207 591 4784
recruitment@rcm.ac.uk

|  |
| --- |
| Information for applicants |
| Please ensure that you complete all sections of this application form demonstrating how you meet the requirements set out in the job description and person specification.CVs submitted without an application form and applications received after the stated closing deadline will not be considered. |

|  |
| --- |
| Position applied for |
| Job title |  | Reference number |  |

|  |
| --- |
| Personal details |
| Title |  | Forename |  | Surname |  |
| Address |  | Post code |  |
| Contact telephone number |  |
| Email address |  |

|  |
| --- |
| Current or most recent employment |
| Name and address of employer |  |
| Position held |  | From *mm/yy* |  | To *mm/yy* |  |
| Salary |  | Notice period |  |
| Reason for leaving |  |
| Description of duties and responsibilities  |  |

|  |
| --- |
| Previous employment (most recent first) |
| Name of employer | Position held | Main duties and responsibilities | From *mm/yy* | To *mm/yy* | Reason for leaving |
|  |  |  |  |  |  |

|  |
| --- |
| Previous employment (most recent first) |
| Name of employer | Position held | Main duties and responsibilities | From *mm/yy* | To *mm/yy* | Reason for leaving |
|  |  |  |  |  |  |

|  |
| --- |
| Educational qualifications (most recent first) |
| Name of institution | Subject  | Level (e.g. BA hons, GCSE etc) | Grade  | Date obtained *mm/yy* |
|  |  |  |  |  |

|  |
| --- |
| Professional qualifications/ membership (most recent first) |
| Name of awarding professional body | Subject  | Level  | Grade  | Date obtained *mm/yy* |
|  |  |  |  |  |
| Supporting statement |
| Please tell us why you are applying for this position and how you feel your skills and experience meet the criteria set out in the person specification of the job description |
|  |

|  |
| --- |
| References |
| Please provide details of two referees, one of which should be your current or most recent employer (or educational supervisor if this is not applicable). We may request references prior to interview for shortlisted candidates. If you do not wish us to contact your referees at this stage please ensure you indicate below. All offers of employment will be subject to satisfactory references.  |
| Reference 1 | Reference 2 |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email address |  | Email address |  |
| In what capacity is this person known to you? |  | In what capacity is this person known to you? |  |
| [ ]  Please do not contact at this stage | [ ]  Please do not contact at this stage |
| Asylum and Immigration Act 1996 |
| In accordance with the Asylum and Immigration Act 1996 any offer of employment is subject to confirmation of the legal right to work in the UK. Shortlisted candidates will be asked to provide original documentation at interview e.g. a UK/ EU passport.  |
| [ ]  There are no restrictions on my right to work in the UK e.g. I am a UK or Irish citizen, have EU Settled Status or Indefinite Leave to Remain |
| [ ]  I have time limited permission to work in the UK e.g. EU Pre-Settled Status or a visa/ work permit. Please provide further details including the expiry date of any visas/ work permits held.Further details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  I do not currently have permission to work in the UK |

|  |
| --- |
| Criminal records and the Rehabilitation of Offenders Act 1974 |
| Do you have any unspent criminal convictions or cautions  |
| [ ]  Yes | [ ]  No |
| If yes please provide details in a sealed envelope marked private and confidential’ |
| Some positions are exempt from the Rehabilitation of Offenders Act 1974. If a position requires a DBS check and this shows that an applicant is not suitable for the job because of a spent conviction or caution we reserve the right to withdraw any offer of employment.  |

|  |
| --- |
| Applicant declaration |
| The RCM will observe the strictest of confidentiality when dealing with this application form and the data provided adhering to the Data Protection Act 1998 and the RCM’s own recruitment policy and procedure.  |
| I confirm that the information and details provided in this application are accurate and true. I understand that any false information or misrepresentation would result in my application being disqualified and may, if appointed, lead to disciplinary action up to and including dismissal. |
| Signed |  | Date |  |