**Director of Music Application Form**

Please complete all sections of the form and submit to [rector@handsworthstmary.org](mailto:rector@handsworthstmary.org) by noon on 10th September 2025.

The PCC of St Mary’s Handsworth is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

SECTION ONE – Your details

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | | |
| First (and middle) names: |  | | |
| Preferred name: |  | | |
| Address: |  | | |
| Home telephone: |  | | |
| Mobile number: |  | | |
| Email: |  | | |
| Are you a British subject or a national of any EU country? | | Y | N |
| If no, do you have the right to work in the UK and a current work permit? | | Y | N |
| If yes, please state the expiry date of your right to work in the UK and/or your work permit | |  | |

SECTION TWO - Supporting information / suitability

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| In this section you should tell us how your qualifications, skills and experience make you a good candidate for this position. You should make specific reference to the Job Description and give evidence for each statement, making sure it is relevant to this position. PLEASE ENSURE THIS INCLUDES A SECTION ON THE IMPORTANCE OF SAFEGUARDING IN A ROLE SUCH AS THIS. |
|  |

SECTION THREE – Employment History

Please supply a full history in chronological order (with start and end dates) starting with your current/most recent employer, of all employment, self-employment since leaving secondary education

|  |  |
| --- | --- |
| Start Date (MM/YY): | Name and Address of Employer: |
| End Date (MM/YY): |
| Job Title and brief summary of main responsibilities: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Start Date (MM/YY): | Name and Address of Employer: |
| End Date (MM/YY): |
| Job Title and brief summary of main responsibilities: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Start Date (MM/YY): | Name and Address of Employer: |
| End Date (MM/YY): |
| Job Title and brief summary of main responsibilities: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Start Date (MM/YY): | Name and Address of Employer: |
| End Date (MM/YY): |
| Job Title and brief summary of main responsibilities: | |
| Reason for leaving: | |

*Please continue employment history on a separate sheet if necessary*

SECTION FOUR – Education and Qualifications

Please list below all the establishments you have attended, including secondary schools, and any qualifications you have gained.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and location | From (MM/YY) | To (MM/YY) | Qualifications attained |
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*Please continue education and qualifications on a separate sheet if necessary*

SECTION FIVE – Other Courses and relevant professional development

Please list any courses you have attended which are relevant to the position.

|  |  |
| --- | --- |
| Name of course, where completed and qualification attained | Date completed (MM/YY) |
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*Please continue on a separate sheet if necessary*

SECTION SIX – Referees

Please provide at least two referees (although space is provided for three should you wish). One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children.

|  |  |
| --- | --- |
| **Referee 1 – current or most recent employer** | |
| Name: | Job Title: |
| Employer name and address: | Email: |
| Telephone: |
| May we contact prior to interview?: YES/NO |
| Relationship to referee: | |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name: | Job Title: |
| Employer name and address: | Email: |
| Telephone: |
| May we contact prior to interview?: YES/NO |
| Relationship to referee: | |

|  |  |
| --- | --- |
| **Referee 3 (OPTIONAL)** | |
| Name: | Job Title: |
| Employer name and address: | Email: |
| Telephone: |
| May we contact prior to interview?: YES/NO |
| Relationship to referee: | |

Privacy Notice, consents and declaration:

The information that you provide on this application form will only be processed for the purpose for which it has been given. It will not be used for other reasons without your consent. All personal data, including special categories of personal data, is collected and processed in compliance with the principles of the General Data Protection Regulation (GDPR) and you have certain rights in respect of your information.

The Confidential Declaration Form should be completed by all those wishing to work with children and/or adults who are vulnerable. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults who are vulnerable. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment /appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position.

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role.

I understand that any offer of appointment is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role under safer recruitment guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Please return completed applications, including this form, your CV and the confidential declaration to [rector@handsworthstmary.org](mailto:rector@handsworthstmary.org).