**Tutor Application Form**

**Merton Music Foundation**

Moving Music Forward

**Unbiased Selection Process**

To help ensure a fair and unbiased process, we request your personal details at the end of this document. A decision to interview will be made based on the merit of your application and before your personal details are viewed.

**File Compatibility**

This form is optimised to work in Microsoft Word. [To access a Google Docs compatible version of this form, please click here](https://docs.google.com/document/d/1mCg-kmC94XsVlTPpXP0RR9bQzvaBUdGDTPszLcAKyvg/edit?usp=sharing).

**Position Applied For:** Click or tap here to enter text.

**Our Vision**

A borough where music resonates along the corridors of every school and echoes throughout the community. A place of aspiration where every child can find their first notes, make progress and flourish as a young musician.

**Accommodations**

We are committed to ensuring an accessible recruitment process for all candidates. If you need any additional support, an alternate application format or require accommodations to be made to support your application, please contact us on: [inclusion@mmf.org.uk](mailto:inclusion@mmf.org.uk) or call 020 8640 5446.

**Musical Competencies**

|  |  |
| --- | --- |
| **Please list the instrument(s)/voice that you play:**  *(If multiple, please put in order of study and indicate to which level you are comfortable teaching each e.g. ‘up to Grade 6’)* |  |
| **Please List Any Other Musical Competencies** (e.g. score writing, arranging, sound production etc) |  |

**Personal Statement**

Please use this space to tell us about yourself, including your skills, knowledge and experience. We encourage you to read the Job Advert and Person Specification so you may demonstrate your suitability to the role. Responses to this question do not need to be long or onerous to complete, we just want to get to know you as a musician and an educator. As an absolute maximum, please limit your response to within two sides of A4.

|  |
| --- |
| Click or tap here to enter text. |

**Employment History**

**Primary / Current / Most Recent Position Held**

Post Held: Click or tap here to enter text.

Employer: Click or tap here to enter text.

Start date: Click or tap here to enter text.

End date: Click or tap here to enter text.

*(If applicable)*

Notice Period: Click or tap here to enter text.

Please describe your role and responsibilities in this post:

|  |
| --- |
| Click or tap here to enter text. |

**Other Employment**

As part of our Safer Recruitment process, we need to be able to account for an applicant’s full employment history from the age of 18, including any study or career breaks and any periods of unemployment.

Please list in reverse chronological order, with the most recent at the top.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates  From/To | Job Title | Employer | Brief Description of Responsibilities | Reason for Leaving |
|  |  |  |  |  |

**Education and Qualifications**

Secondary Education (Level 2 Awards including GCSE, BTEC etc or non-UK equivalent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/College | Dates  From/To | Subject and Qualification | Grade Achieved | Date Awarded |
|  |  |  |  |  |

Further Education (Level 3 Awards including A-Levels, BTEC etc or non-UK equivalent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/College | Dates  From/To | Subject and Qualification | Grade Achieved | Date Awarded |
|  |  |  |  |  |

Higher Education and Courses Leading to Other Relevant Qualifications (including QTS)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment Attended | Dates  From/To | Qualification Obtained | Grade Achieved | Date Awarded |
|  |  |  |  |  |

**Training and CPD**

You may use this space to give details of any recent / significant training or professional development that you have undertaken. *Optional - leave blank if unneeded.*

|  |  |  |
| --- | --- | --- |
| Organising Body | Nature / Title of Course | Dates  From / To |
|  |  |  |

**Other Information**

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in the UK?  *All applicants will be required to provide relevant documentation.* | | Choose an item. |
| If there are any restrictions on your right to work in the UK, please provide more information here. |  | |
| Have you lived outside of the UK for a period of more than 3 months in the last 5 years? \* | | Choose an item. |
| \*If you have answered yes to the above, please provide details: |  | |
| Do you have Qualified Teacher Status? | | Choose an item. |
| Teacher Reference Number (7 digit number – if applicable) | | Click or tap here to enter text. |
| Are you, or have you ever been, disqualified or barred from teaching or working with children and young people? \* | | Choose an item. |
| \*If you have answered yes to the above, please provide details: |  | |

**Where did you hear about this post?** Click or tap here to enter text.

**Enhanced DBS Disclosure**

Please note that appointment to this post will be subject to an Enhanced Disclosure and Barring Service (DBS) and Child Barred List check, receipt of two satisfactory references, proof of residency & right to work, social media searches, and - where applicable – overseas police checks and/or verification that you are not subject to a prohibition from teaching order, Section 128 direction, or disqualification under the Childcare Act 2006.

**Contact Details**

**Title:** Please select.

**Name:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Current Address:** Click or tap here to enter text.

**Date of Birth:** Click or tap here to enter text.

**References**

Please provide details of two professional referees. The first should be your current or most recent employer. Please do not use friends or family as referees.

If successful, references will be sought at the point of offer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1**  (Current or Most Recent Employer) | | **Reference 2** | |
| Name |  | Name |  |
| Position |  | Position |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

**Declaration**

I confirm that the information I have provided is true and accurate. I am not disqualified from working with children or young people or subject to any sanctions imposed by a regulatory body, for example, the General Teaching Council.

I understand that it is a criminal offence to apply for a role working with children for persons who are barred from engaging in regulated activity relevant to children.

I understand that this job is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 and as such, if shortlisted, I will be required to submit information to MMF regarding any unspent conditional cautions or convictions and/or any adult cautions or spent convictions that are not ‘protected’, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

I understand that the giving of false or misleading statements or withholding information on this application form could result in disciplinary action, including dismissal, if appointed.

**Signed:**

(An electronic signature/initials will suffice)

**Date:**

**How To Submit Your Application**

Please submit your application, along with the Self-Identification Form and any other requested documentation by the deadline to: [jobs@mmf.org.uk](mailto:jobs@mmf.org.uk)