



Application form

Please complete this application form and return it to directory@musicteachers.org by **12.00noon on Friday 11th April 2025**. Applicants are welcome to attach any other relevant supporting documents in addition.

Application for the post of	Operations Assistant
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Personal details

Title	Forename	Preferred name	Surname
Address (incl. postcode)		Telephone number 1	
		Telephone number 2	
		Email address	
How long have you lived at this address?			
If less than five years, please provide all previous addresses for the past five years:			
Length of time at address:		Length of time at address:	

Employment

Current or most recent post		
Employer (including full address)	Post title and duties/responsibilities	Salary / wage (£)
Reason for leaving		
Date appointed		
Notice period		

Previous employment

Please complete in reverse chronological order, i.e. your most recent employment first

Employer (including full address)	Post title and duties/responsibilities	Salary / wage (£)	Dates of employment (from, to)	Reason for leaving

Other relevant experience

Please outline any other useful experience relevant to the post

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Qualifications and education

Please give details of all nationally recognised qualifications, beginning with those achieved in secondary education

Year	Qualification	Subject	Grade	Institution (school / college / university)

Additional information

Please give your reasons for making this application, addressing the criteria in the Job Description and Person Specification for this post. Please feel free to provide this information as a Letter of Application and attach it to your application email.

Please confirm if you know any existing employee, officer, or committee member of the MTA and, if so, provide full details of how you know them.

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Please confirm whether you are happy for the MTA to retain a copy of your completed application form for up to three years, in case of a similar vacancy becoming available.

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The MTA is an Equal Opportunities employer and encourages applications from all suitable candidates. If you have a disability, please let us know about any reasonable adjustments you require to attend an interview and / or to support you to undertake the duties required for this role.

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Referees

Please give details of two employer referees, at least one of whom should be your present / most recent employer. Please note – no appointment will be made without first taking up at least one reference.

Referee 1 Name		Position	
Address (including postcode)		Telephone	
		Email address	
Can we contact this referee without further authority from you?			
Referee 2 Name		Position	
Address (including postcode)		Telephone	
		Email address	
Can we contact this referee without further authority from you?			

Data protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the MTA, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties. By signing the application form, you consent to the processing of sensitive personal data.

Declaration

As the job for which you are applying involves opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago, at what age it was committed, and any other relevant factors. Please submit information in confidence in a separate email, which will be deleted after reading. To discuss this in advance, please contact the Head of Growth and Operations via directory@musicteachers.org

Please disclose any unspent convictions, cautions, reprimands, or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website www.gov.uk/dbs

You should be aware that the MTA will institute its own check on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I declare that the information I have given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.			
Signed		Date	
For applications submitted by email, it is acceptable to type your name instead of signing.			

Recruitment policy

The MTA is committed to bringing about equal opportunities in its employment. Please complete and return the Equal Opportunities Monitoring Form found on our website. It will be kept separately and used only to monitor the effectiveness of our Equal Opportunities Policy. www.musicteachers.org/vacancies

Closing date for applications: 12.00noon on Friday 11th April 2025

Please submit your application to directory@musicteachers.org