

Please return the completed form via email to hr@bristolmusictrust.org.uk

Or by post to: **Human Resources, Bristol Music Trust, Colston Hall, Colston Street, Bristol BS1 5AR**

Guidelines on the application form

Thank you for your interest in applying for a role with Bristol Music Trust. We've put the following notes together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. **CVs will not be accepted unless stated or requested.** The best format to send us your application form in is PDF.

Equal Opportunities Monitoring

Bristol Music Trust is an equal opportunities employer and welcomes applications from groups currently under-represented in the workforce. This information will not be used when short-listing, it will be kept separate from your application, and all information will be treated in the strictest confidence.

Diversity monitoring is important as it helps us understand whether we are reaching all groups of the community through our recruitment advertising, and ensures that we are meeting the aims of the Equality Act. It is essential that we fulfil our commitment to diversity and that we monitor the effectiveness of our policy, to help us do this we appreciate your time in **completing our Equal Opportunities Monitoring form and letting us know where you saw the role advertised.**

Reasonable Adjustments at interview

The Trust is also committed to making reasonable adjustments to make interviews and jobs more accessible. If you are invited to interview you will be asked to let us know if you have any particular requirements in relation to the interview.

Understanding the role

Please read the job description carefully before making your application. This document contains background information on Bristol Music Trust and the relevant team that the role is part of. The "Key Responsibilities" section in the job description describes the day to day tasks, duties and accountabilities in more detail. The "Employee Specification" section in the job description describes the competencies, knowledge, skills and experience you will require to fulfil the role. Please pay attention to any special working conditions detailed, such as shift-work or late-night working.

The application form

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification. Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job in question.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it's extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, e.g. "Training". Please clearly label these extra sheets with your name and the role you are applying for. Please explain any gaps in your employment history.

Please send the completed application form to the address shown on it and NOT to any other address supplied with the job details or in the advert.

Convictions and Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be "spent". However, for some jobs employers are allowed to ask about these offences. Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Where disclosure is appropriate, the application form will indicate the level required for the job in question.

We will follow the Disclosure Barring Service Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Equality of information

All applicants will receive the same information about the job, and if a contact officer is given, all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

References

Your current or most recent employer (this includes work experience, volunteering and internships) should be named as someone we can approach for a reference, followed by your previous employer as second referee. In some cases we may ask your permission to take up references when you are offered an interview, and if you do not wish your referee to be approached at this stage you should inform us in writing with reasons. As a general rule, references will only be taken up once a job offer is made and has been accepted. No appointment will be confirmed without satisfactory references being received.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - you should make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

Right to work

Bristol Music Trust has a responsibility to comply with immigration legislation as set out in the Immigration, Asylum and Nationality Act 2006 and any other legislation or guidance issued by either the Home Office or the UK Border Agency.

It is the Trust's responsibility to ensure that any migrant workers we employ are eligible to work in the UK. If you are successful in obtaining a position with the Trust, you will be advised of the documentation you are required to produce to verify that you are eligible to work in the UK, before you will be permitted to commence working for us.

Sending your application

CV's are not accepted, unless specifically requested and CV's sent instead of the BMT Application Form will not be accepted. It is the applicant's responsibility to send the application in a format that can be easily opened, a PDF is usually best and we will acknowledge your application by email.

We will contact all applicants once shortlisting has taken place, we are unable to provide any detailed feedback to candidates not shortlisted for interview, but you will either receive an email letting you know you are being offered an interview or you will receive an email letting you know you've been unsuccessful on this occasion.

Late applications

The completed application form must reach us by the stated closing date. Late applications will not be considered unless there are exceptional circumstances.

Recruitment files

Application forms and recruitment files are confidential documents and will normally only be seen by those who need to see them in order to recruit and select. However, Bristol Music Trust audits its recruitment and selection processes, and we must therefore inform you that our auditors may require access to any files for auditing purposes.

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