

## Application form: Part One

Thank you for your interest in working with us at Help Musicians. We are a charity that welcomes and positively encourages applications from individuals from a diverse range of backgrounds and experiences and will select the best person for the job based on merit. With a proactive focus on inclusion, Help Musicians is striving to ensure our team represents the breadth and diversity of musicians across the UK that we support.

Our applications are anonymised up until the point of interview, ensuring fairness and consistency in selecting candidates based on merit. Your application will be reviewed solely upon the suitability of your knowledge, experience, skills and abilities as evidenced against the person specification for the role that you have applied for.

### **Our application form has two parts:**

#### **Part One: Personal Details (pages 2-4)**

This section is confidential and will be held separately by the HR team. Relevant information (e.g., your name) will be shared with the recruiting panel only if you are selected to attend an interview.

#### **Part Two: Application (pages 4-6)**

This section will be shared with the recruiting panel. The decision on whether your application progresses to an interview is based on the information you provide in this section alone.

Once you have completed both parts of your application, please send it by email to our HR team [recruitment@helpmusicians.org.uk](mailto:recruitment@helpmusicians.org.uk) by the advertised deadline.

CVs and/or cover letters will not be accepted.

### **Diversity monitoring**

Help Musicians is committed to ensuring equal opportunities to jobs, to seeking greater diversity in our workforce in the widest sense, and to valuing our differences. To ensure we are achieving our goals in this area, we monitor the diversity of our applicants and will ask you to complete a voluntary monitoring form, which we send to you on receipt of your completed application. The information we collect in this area is only seen and stored by the HR team. Whilst this is voluntary, we would greatly appreciate your support in completing this. The information you kindly share with us will help us to improve our equality, diversity, and inclusion in the widest sense, across the charity.

By submitting your application to us, you consent to your information being processed and stored for the necessary recruitment and selection purpose and time periods, in line with Help Musicians data retention policy and all data protection legislation. Please find more information in our [Privacy Policy](#).

## Part one: personal details

The information in this section is confidential and is held separately by the HR team.

If you are selected for interview, relevant information (e.g. your name), will be shared with the recruiting panel.

**First name**

**Surname**

**Address**

**Email**

**Mobile no.**

**Position applied for**

**Where did you hear about/see the vacancy advertised?**

### Eligibility to work in the UK

To enable you to work with us at Help Musicians you must be able to evidence your right to work in the United Kingdom.

Please confirm whether you hold the right to work in the UK? **Yes** **No**

If no, please provide further details:

### References

Please provide the names and contact details of two referees below (one of which should be your current or most recent employer, and the other should be your previous employer where possible).

We will only take up references once an offer of employment has been made and accepted by you, and we will seek your consent to approach references at the point of offer. We reserve the right to ask for your consent to approach any of your previous employers, and will specifically ask about disciplinary and attendance matters. Personal references (relatives or friends) will not be accepted.

## First referee (your current/most recent line manager)

Name	Job title
Organisation	Email
Phone no.	Relationship to you

## Second referee (Previous employer)

Name	Job title
Organisation	Email
Phone no.	Relationship to you

## Reasonable adjustments for interview/selection

Help Musicians is striving to ensure that anyone regardless of their background can make an application to work with us without facing any barriers. We also recognise the importance of diversity of thought within our teams and are fully committed to embracing and maximising the talents of neurodiverse employees.

If you need any support in making your application or have any feedback that would help us to make any stage of our recruitment process more inclusive please contact our HR team at **[recruitment@helpmusicians.org.uk](mailto:recruitment@helpmusicians.org.uk)**.

We will always seek to make appropriate adjustments to recruitment, workplaces and work processes to be fully inclusive to people with different needs and working styles.

**Do you need us to make any reasonable adjustments for you from application onwards (e.g. alternative formats, an interpreter, extra time allowance etc)?**

Yes      No

**If yes (please give details)**

## Probity

Are you a relative or spouse/partner/co-habitee of a Help Musicians employee or member of Help Musicians Board?

**Yes**            **No**

Do you have any direct or indirect financial or personal interests related to Help Musicians?

**Yes**            **No**

If you have answered **yes** to either of the above, please provide details:

## Criminal records and rehabilitation of offenders

Criminal records will be considered for recruitment purposes only when the conviction(s) is relevant to the role. Having a conviction will not necessarily bar a candidate from employment; this will depend on the circumstances and background of the offence(s) in relation to the requirements of the job. Some of our roles at Help Musicians require a basic Disclosure and Barring Service check to be carried out as a condition of employment; this will be detailed in the job description and person specification for relevant roles.

Do you have any unspent convictions?

**Yes**            **No**

If you have answered **yes**, please provide details:

## Declaration

Please tick this box to confirm that:

The information given on in all parts of this application is correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. By signing and returning this application form, I consent to Help Musicians using and keeping information about me (provided by me or by third parties such as referees) relating to my application or future employment.

**Date**