|  |
| --- |
| APPLICATION FORM: EDUCATION AND COMMUNICATIONS INTERN |

**Please let us know if you need this form in another format.**

Please complete this form clearly and succinctly. In considering your application, **this is the only document that will be used to inform our decisions.**

To help us understand why you are the best person to join the Sound and Music team, please read the job description carefully and consider how you meet the selection criteria, using specific examples if possible. There is no word limit to any answer, but candidates are encouraged to be as concise as possible.

Please return this application form to Wendy Attewell wendy.attewell@soundandmusic.org

**Applications must be received by midday, Monday 12th April. Interviews will be held in w/c 26th April via Zoom.**

The data submitted within this form will be used only for the purposes of recruitment. Only Sound and Music employees and Trustees directly involved in recruitment will have access to this data. All application forms will be destroyed no longer than six months after the recruitment process is complete.

By completing and submitting this form to us, you are consenting to our processing of any personal data and sensitive personal data for the purposes stated here in accordance with the General Data Protection Regulation which came into force on 25 May 2018. Please read our [Data Protection and Privacy Policy](http://www.soundandmusic.org/sites/default/files/projects/files/SoundandMusic_DataProtectionPolicy_May_FINAL_250518.pdf) for more information.

**We would also be grateful if you could complete and submit an anonymous Equal Opportunities Monitoring Form via** [this link](https://www.surveymonkey.co.uk/r/HPLGPXK)**. This data is collected so that Sound and Music can better monitor, report and evaluate who is applying to work with us. Data within the Equal Opportunities Monitoring Form is stored separately from your Application Form and completely anonymised.**

|  |  |
| --- | --- |
| Forenames: | Surname: |
| Do you have the right to work in the UK?  |
| Address: | Daytime telephone/Mobile:Email: |
| **This question is voluntary.**In line with its [Equality, Diversity and Inclusion Policy](http://www.soundandmusic.org/sites/default/files/projects/files/SoundandMusic_EqualityDiversityandInclusion_PolicyMay2018.pdf) Sound and Music is committed to addressing barriers to employment and participation on the grounds of gender, ethnicity, disability and socio-economic background. We guarantee an interview to candidates from significantly under-represented groups who meet the specified minimum requirements of a role. Please tell us if this applies to you and on what grounds. This data will only be seen by people directly involved in shortlisting and interviewing, and only used as specified above, in line with our [Data Protection and Privacy Policy](http://www.soundandmusic.org/sites/default/files/projects/files/SoundandMusic_DataProtectionPolicy_May_FINAL_250518.pdf). |

**– PLEASE ENSURE PAGE ONE IS SEPARATED FROM THE REST OF THE APPLICATION –**

|  |
| --- |
| **1** What attracts you specifically to joining this organisation and what do you hope to gain from an internship?  |
| **2** Tell us what experience you have of working with children and young people? This could be in a paid role or as a volunteer. |
| **3** What experience to you have of music or sound art? This experience could be in a paid or voluntary role, through your studies or your personal passion! |
| **4** Please outline an example of how you have engaged with audiences using social media or a website. |
| **5** Please give an example of how you have communicated with people (for example, young people, their parents or professional composers). What mode of communication did you use, what considerations did you need to take and how did you make it effective? |
| **6** Please can you give an example of when you have needed to manage multiple priorities, and how you ensured that you delivered on time and to a high standard. |
| **7** Please outline your computer literacy skills including any office packages, social media, digital platforms and use of databases/Customer Relationship Management packages. |
| **8** How have you shown your commitment to equal opportunities and diversity? (You can draw on any relevant experience to answer this question).  |
| **9** When could you take up this role?  |

|  |
| --- |
| **12** What is your current or most recent employment? (if applicable) |
| Job title: | Date appointed: |
| Employer: | Date left: |
| Address: | Reason for leaving: |
|  | Salary: |
| Allowances: |
| Primary responsibilities: |  |
| **13** Please briefly describe any other relevant work experience and career history, in chronological order (if applicable) |
| Dates | Employment or experience, including job title, employer and primary responsibilities |
|   |  |

|  |
| --- |
| **14** Please give details of your education and/or professional qualifications and training, including dates of attendance and qualifications. |
| Dates | Name of institution | Subject and level of qualification  |
|  |  |  |
| **15** Which relevant IT software have you experience of using? |
| **16** Referees - please give details of at least two referees who can comment upon your professional interests and experiences. It will be assumed that referees may be approached without further permission unless otherwise indicated, though references will not normally be taken up unless you are short-listed for interview. At least one referee should be your present or most recent employer. |
| Name and connection to you | Organisation and address | Telephone and Email |
|  |  |  |
| **19** Do you have any unspent criminal convictions? (If you consider any such conviction not to be relevant to the position for which you are applying, please explain why. If Sound and Music considers it appropriate, this will be discussed with you at interview. Please note that this role is subject to an enhanced Disclosure and Barring Check).Yes/No |

Applicant’s signature: Date: