**Associate Registration Form**

*Please use this form if you would be working for Guildhall Young Artists King’s Cross on a self-employed or sole trader basis*

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| Name : |  |
| Address: |  |
| Mobile Number: |  |
| Home telephone number: |  |
| Email address: |  |

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| I would be prepared to offer teaching\* / advice\* / consultancy\* in the following areas  \*delete as required | | | | | | | |
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| I can also offer the following areas of expertise/experience | | | | | | | |
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| **I already have Public Liability insurance for minimum cover for £5 million** | | | | **🖵 Yes please attach a copy of the certificate**  **🖵 No** | | | |
| **I already have Professional Indemnity insurance for minimum cover of £2 million** | | | | **🖵 Yes please attach a copy of the certificate**  **🖵 No** | | | |
| **I have a current DBS with the update service** | | | | **🖵 Yes**  **DBS no:**  **🖵 No** | | | |
| **I need a Work Permit or Worker Registration Certificate to work in the UK** | | | | **🖵 Yes**  **🖵 No** | | | |
| **I have a Unique Tax Reference Number** | | | | **🖵 Yes (please state) ………………………….**  **🖵 No** | | | |
| **Employment History**  Please list all employment (including self-employment and periods of voluntary work) since leaving full time education starting with the most recent).  Although not all jobs you have held may seem relevant to your application, it is important for you to give as much information as you can.  This position is subject to a Disclosure and Barring Service (DBS) check and it is important to demonstrate that there are no unexplained gaps in your career.  Please start with the most recent: | | | | | | | |
| Name and address of employer or voluntary organisation. For self employment enter the name and address of the business | | Dates to | Dates from | Job title/nature of self employment  /voluntary work  Brief description of job/ services provided | | Weekly hours | Reason for leaving/ ceasing self employment/ voluntary work |
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| **Breaks in Employment**  If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, foreign travel etc. | | | | | | | |
| Dates From | Dates To | | Reason for break | | | | |
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| **Criminal Convictions**  **Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred List Checks**  The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to a satisfactory disclosure being issued by the Disclosure and Barring Service (DBS). Where a post meets the eligibility criteria under the Protection of Freedoms Act 2012 for an Enhanced check for regulated activity, this check will be required. An Enhanced DBS check will be required where the criteria of Schedule 4 under the Safeguarding and Vulnerable Groups Act 2006 is met.  Where jobs are exempt from the Rehabilitation of Offenders Act 1974 all cautions and bind overs, including those regarded as ‘spent’, must be declared. However, 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 https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates. The presence of a criminal record will not necessarily prevent employment. | | | | | | | |
| **Please make the following declaration and tick the appropriate box.**  **I have read the above statement** | | | | | **🖵 Yes**  **🖵 No** | | |
| **I have information to declare** | | | | | **🖵 Yes**  **🖵 No** | | |
| If yes, please provide the date(s) and the detail of the criminal conviction(s) on Appendix 4. Place this in a separate envelope to your application form and write your name, post you are applying for and job reference number on the envelope before attaching it to your application form (if you are applying by post). If you are returning your application by email send the conviction information via a separate email using the details on the advert.  Please note, where you are providing additional detail, information will only be considered if relevant to the job. | | | | | | | |
| **Additional Comments** | | | | | | | |
| **Declaration**  I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise individuals involved in the recruitment process on behalf of the City of London Corporation to make any appropriate checks which may be necessary in relation to the job I have applied for.  False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.  Signed: …………………………………………………. Date: ……………………………  Please return this completed form to [nikki.shepperd@gsmd.ac.uk](mailto:nikki.shepperd@gsmd.ac.uk) | | | | | | | |

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| **References** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **References will be required before an offer of employment can be confirmed.**  Please do not include friends or relatives as referees, these will not be accepted and will delay the recruitment process.  **First Referee:** Your first referee must be connected with your current or most recent employment/period of self employment/work experience/voluntary work, e.g. your manager, supervisor or a main contractor.  **Second Referee (optional):** A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation.  If you are applying for a job working with children, young people or vulnerable adults and you are either currently working/volunteering with the relevant group or have done so in the past, one referee will need to be that employer/organisation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Referee 1 Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Referee type\*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Academic | | | | | | | | |  | | Current employer | | | | | | | | | | |  | | | | | Previous employer | | | | | |  |
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| Title\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr |  | | Mrs | |  | | | | | Ms | |  | | Miss | |  | | Other | | | |  | | | | | If other, please state | | | | |  | |
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| First name\* | | | | | | |  | | | | | | | | | | | | Surname\* | | | | | | | | | |  | | | | |
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| Organisation\* | | | | | | | |  | | | | | | | | | | | |  | | | | | Address in full\* | | | | | | | | |
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| Position held\* | | | | | | | |  | | | | | | | | | | | |
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| Business email | | | | | |  | | | | | | | | | | | | | |
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| **Referee 2 Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Referee type\*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Academic | | | | | | | | |  | | Current employer | | | | | | | | | | | | |  | | | | Previous employer | | | | |  |
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| Title\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr | |  | | Mrs |  | | | | | Ms | |  | Miss | |  | | Other | | | |  | | | | | If other, please state | | | | |  | | |
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| First name\* | | | | | | |  | | | | | | | | | | | | Surname\* | | | | | | | | | | |  | | | |
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| Organisation\* | | | | | | | |  | | | | | | | | | | | |  | | | | | Address in full\* | | | | | | | | |
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| Position held\* | | | | | | | |  | | | | | | | | | | | |
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| Business email | | | | | |  | | | | | | | | | | | | | |
| address\* | | | | | |
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| Telephone number\* | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |