

Application Guidelines

Musicatwork is committed to safeguarding and promoting the welfare of all our clients including children, young people and vulnerable adults. We expect all our staff and volunteers to share this commitment. All posts advertised by Musicatwork are processed following Safer Recruiting Guidelines as laid out in the "Safeguarding Children and Safer Recruitment in Education" document, that forms part of the "Every Child Matters" strategy.

All posts advertised by Musicatwork are exempt from the Rehabilitation of Offenders Act 1974 and we require that all/any convictions, cautions and "bind-overs", including those regarded as "spent" be declared in your application.

Providing false information is an offence and could result in your application being rejected, or you may face summary dismissal if you have already been selected for a post, and furthermore possible referral to the police.

When completing an application form please ensure that:

- All sections are completed in full
- The information you provide is truthful and honest – we investigate discrepancies or inaccuracies
- You include the full name, address, phone and email of 2 referees (one personal + your current employer/music therapy related)

If you are called for an interview please note that:

- You should aim to bring original copies of your supporting documents – copies will be made and held on file
- References will be sought before your interview

If you are offered a post, please note that this is conditional until a CRB check has been completed. Once in post a probationary period of 3 months must be completed before the post can be fully offered.