



Application for Employment

Please fill in all sections below. Applicants should note that a key focus of our selection approach is based on your personal statement (further below) which should outline your suitability to carry out the role as outlined in the Job Description. We do not consider CVs or any accompanying information.

Thank you for applying for a role at the Musicians' Union, we appreciate the time taken to do so.

Post Title

HR Manager (part time)

First name/s

Surname

Mr / Mrs / Miss / Ms / Dr /
Other

Home Address

Post Code

Email (home/personal)

Mobile No

How did you find out about this vacancy?

Are you a British citizen?

If you are not a British citizen, do you have permission to work permanently in the UK?

If yes, please provide your work permit number

The MU are a Disability Confident employer and are committed to offering an interview to disabled people who meet the minimum criteria for the job, as per the 'essential' section of the Person Specification in the Job Description. The main way this will be assessed is via the personal statement. You can read more about the [Disability Confident employer scheme here](#).

Please delete one of the statements below to confirm whether you would like your application to be considered as a part of our commitments under the Disability Confident Employer Scheme.**

****I am disabled and would like to be considered under the Disability Confident Employer Scheme**

****I am not disabled and would not like to be considered under the Disability Confident Employer Scheme**

The MU are committed to equal opportunities in employment and aims to create an environment that is free from all forms of discrimination and that values diversity. No person seeking employment with the MU will receive less favourable treatment or be disadvantaged on the grounds of their, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The MU are committed to having a workforce that is representative of the communities we operate in and all applicants are treated equally and fairly throughout the recruitment and selection process.

EMPLOYMENT INFORMATION

Give brief details of roles you have held, including self-employed, starting with the most current post

CURRENT OR MOST RECENT EMPLOYER

Dates From - To	Company name and address	Role Title and brief description of duties (including your key responsibilities and achievements)	
Notice Period	Reason for leaving	Salary	Other benefits

PREVIOUS EMPLOYMENT (Continue on a separate sheet if necessary – DO NOT go back more than 5 years unless relevant to the role you are applying for)

Dates From - To	Company name and address	Role Title and description of duties (including your key responsibilities and achievements)	Reason for leaving
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EDUCATION AND QUALIFICATIONS

Give details of vocational, technical and academic qualifications you have gained, for example: Degree, A Level, Scottish Highers, NVQ, SVQ, GCSE, National 5. If you have overseas qualifications, please include country and explain level.

Subject	Level	Grade

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Organisation	Type / Grade of Membership	Date joined

OTHER TRAINING

Please give details of any other relevant training with dates

IT EXPERIENCE

Please summarise your information technology knowledge and skills (including Microsoft 365 / Word, Outlook and Excel)

PERSONAL STATEMENT

Your personal statement is the main way in which we assess applicants. Please read the requirements of the job description (and in particular the 'Person Specification' section) and explain why you are suitable for the role. You should address each area, giving evidence of your skills, experience, and knowledge.

Please continue on a separate page if you need. We would recommend a maximum of 1200 words.

REFERENCES

Please give the name, email address, full postal address and telephone number of two referees, one of which must be your current or most recent employer (if you have work experience). We will not contact your Referees without receiving your permission.

Please do not include any relative as a referee. No appointment will be confirmed without satisfactory references.

Name	Name
Address	Address
Telephone No	Telephone No
Email	Email
In what context does this referee know you?	In what context does this referee know you?

Data Protection Act 2018 - The Musicians' Union will process information provided on this form for the purpose of personnel administration, including pay and pensions. It will only be disclosed outside of the Musicians' Union to organisations that are under contract to process data in these areas. For full details on our privacy policy please visit our website: themu.org/privacy-policy

Do you have a full driving licence? If endorsed, please give details	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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DECLARATION

I declare that the information is, to the best of my knowledge, true and correct and may be stored and used in accordance with Musicians' Union recruitment and selection procedures. I understand that giving false information will disqualify my application, it may be used in the detection or prevention of fraud and, if discovered after appointment may be grounds for dismissal.

Signature

Date

Please return by the stated closing date to recruitment@themu.org

If you require this application in a different format or you require reasonable adjustments to be made to the recruitment process, please contact recruitment@themu.org to discuss how we can accommodate your needs.