**Digital Orchestra: Youth Centre Coordinator**

**Application Form**

Thank you for your interest in applying for our Digital Orchestra: Youth Centre Coordinator roles. Please have a read of the guidance document that accompanies this application form downloadable from <https://drakemusicscotland.org/get-involved/vacancies/>

As part of the application process, we need to get some information about you and your skills and experience. We know that there are lots of ways that someone can gain experience and insight, not just through your professional work. For example, you may choose to share examples of your volunteering, academic or life experience.

We ask that everyone fills out both sections of this form. The first section gathers some personal information, and the second section is where you will provide evidence of your skills and experience and provide us with referee contact details.

Please complete all of the questions below and return **this form** along with an **updated CV** to [digitalorchestrayouth@drakemusicscotland.org](mailto:digitalorchestrayouth@drakemusicscotland.org) before the deadline of **Friday 6th December 2024 at 5pm.**

**Section 1**

**Which Centre Coordinator Role are you applying for?**

(Please check the relevant box)

Digital Orchestra: North East - Aberdeen at Mackie Academy, Stonehaven

Digital Orchestra: Edinburgh - Edinburgh at Castlebrae School, Edinburgh

**Please tick /confirm below that you are available on the specific days and times of the centre you are applying to be Coordinator of, and can commit to 30 weeks delivery during term time.**

Digital Orchestra: North East – Stonehaven – Wednesdays 3.30pm-5pm (approx.)

Digital Orchestra: Edinburgh – Edinburgh - Thursdays 3.30pm-5.30pm (approx.)

**Applicant Personal Information**

Name of Applicant

Address

Contact Email

Contact Phone Number

What are your pronouns?

Do you identify as disabled?

Would you like us to make any reasonable adjustments or provide you with any additional support to help you attend an interview?

**Do you currently have a PVG that covers both Children and Adults? (Tick which describes you best) – please see guidance notes for information as to why we are asking.**

Yes I have a PVG covering both Children and Adults

No, I have a PVG that covers only Children

No, I have a PVG that covers only Adults

No, I am not a member of PVG, and need to apply to join the scheme

**Have you received any child protection training in the last 3 months?**

Yes, I’m good to go

No, I will need some training

**Section 2**

**Please outline in around 500 words why you would be ideal for the role of Digital Orchestra: Youth Centre Coordinator.** Please make reference to your skills and experience (both personal and professional) and any include other relevant information that may help us.

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**Please provide the names and contact details of two people who we can ask to give you a reference.**

**Referee 1**

Name

Contact Email

Contact Number

How does this person know you?

**Referee 2**

Name

Contact Email

Contact Number

How does this person know you?

## Declaration

In submitting this form, I confirm that to the best of my knowledge the information I have provided is correct. I understand that my personal data will be processed and stored securely in accordance with the Data Protection Act 2018 (GDPR). I agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter:

* If unsuccessful – information will be deleted once the decision not to invite to interview has been made
* If invited to interview – as required until the final decision on the role is made
* If offered the role – kept for 7 years