

Application for *ISM Registered Private Teacher* status

Please complete and return this form to FREEPOST RTHK-YYEJ-YCLB,
 Incorporated Society of Musicians, 4-5 Inverness Mews, London, W2 3JQ or scan
 and email to: membership@ism.org

I would like to apply to be an *ISM Registered Private Teacher*.

1. Personal details

| | |
|---------------------|-------------------|
| Name | Membership number |
| <hr/> | |
| Address | |
| <hr/> | |
| Postcode | |
| <hr/> | |
| Telephone number(s) | |
| <hr/> | |
| Email | Website |
| <hr/> | |

Qualifications to be shown on Music Directory (if you have not already sent us proof of these qualifications please email or post us a copy of your certificate and we will update your records).

2. Information to appear in the online *ISM Music Directory*

Please list all the instruments/subjects you teach and tick all the boxes relevant to your private teaching. You will be responsible for updating your information on the online *ISM Music Directory*. You can add a biography, links, images and videos to your online profile to help promote your music teaching services to the public.

| | |
|--|--|
| Instrument _____ | Instrument _____ |
| Age range taught: | Age range taught: |
| <input type="checkbox"/> Early years | <input type="checkbox"/> Early years |
| <input type="checkbox"/> 5-10 years | <input type="checkbox"/> 5-10 years |
| <input type="checkbox"/> 11-17 years | <input type="checkbox"/> 11-17 years |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Adults |
| Highest level/examination I can teach _____ | Highest level/examination I can teach _____ |
| Years experience _____ | Years experience _____ |
| <input type="checkbox"/> Music theory taught | <input type="checkbox"/> Music theory taught |
| <input type="checkbox"/> Composition taught | <input type="checkbox"/> Composition taught |
| <input type="checkbox"/> Examiner | <input type="checkbox"/> Examiner |
| <input type="checkbox"/> Also work as classroom music teacher | <input type="checkbox"/> Also work as classroom music teacher |
| <input type="checkbox"/> Also work as peripatetic/visiting music teacher | <input type="checkbox"/> Also work as peripatetic/visiting music teacher |

If you teach more than two instruments please continue on a separate sheet.

3. Reference

Please provide contact details of a student (if over 18) or a parent or guardian who will act as your referee. This needs to be a student (or their parent or guardian) who you have taught privately for a minimum of six months. We will contact your referee directly. Please note that this is a requirement for all applicants and your application cannot be processed until we have received the reference.

Name _____ Student or Parent/Guardian

Address _____

Telephone _____

Email _____

4. Declarations and consents

I consent to the details on this form (excluding referee information) being published on the new online *ISM Music Directory*.

Have you been convicted of any offence (spent or unspent) involving a person under the age of 18 or a vulnerable adult? Yes No

Have you been convicted of any offence (spent or unspent) involving violence or dishonesty? Yes No

Are you included on the barred lists maintained by the Disclosure and Barring Service (DBS)* or similar lists in any other country? Yes No

*The DBS are responsible for the decision making and maintenance of barred lists for England and Wales and Northern Ireland covering the children's and vulnerable adults' sectors. Similar lists are maintained in Scotland.

If you have answered yes to any of the declarations above please provide further details of the offence(s) under separate confidential cover, to be addressed to the member of the ISM staff team who is handling your application. We guarantee that this information is only seen by those who need to see it as part of the application process for *ISM Registered Private Teacher* status.

If it becomes apparent that a false declaration has been made the application may be refused on that ground alone.

I consent for my name and contact details, including email address, to be given to *Yellow Pages* so that they may send me details of the advertising scheme for *ISM Registered Private Teachers*. Yes No

I confirm that the above statements are true to the best of my knowledge and belief. I agree to abide by the *ISM Safeguarding & Child Protection Policy, Code of Practice and procedures* (available at www.ism.org/governance).

Signed _____

Date _____

Safeguarding checks

If your application is successful, and before we list you in the online directory as an *ISM Registered Private Teacher*, we ask you to apply and pay for an Enhanced Disclosure from the Disclosure and Barring Service (DBS). In order to comply with their code of practice we have a policy on the admission of ex-offenders to the *ISM Registered Private Teacher* scheme. We will send you this policy when we ask you to apply for the Disclosure, but it is also available online at www.ism.org/ex-offender-policy or on request. The application is made through Due Diligence Checking (DDC), a DBS registered umbrella body. The fee for the Enhanced Disclosure is £40 (DBS) and DDC's administrative charge is £18.00 plus vat. This means that DDC will ask you for payment of £58.

If you have been convicted of an offence as defined by Schedule 4 of the Criminal Justice and Court Services Act, which would normally disqualify you from working with people under the age of 18, you will not be eligible for ISM Registered Private Teacher status until your conviction has been removed from police records under the Rehabilitation of Offenders Act, subject to us being satisfied about your subsequent conduct. If your Enhanced Disclosure reveals that you are included on the barred lists maintained by the DBS, or similar lists in any other country, you will not be eligible for ISM Registered Private Teacher status.