



“one of Britain’s very best choirs” (New York Times)

Choir | Consort | Orchestra | Education
Jeffrey Skidmore OBE Artistic Director & Conductor

Application for Employment

Please complete this form in black ink or enter your answers electronically. **During the recruitment and selection process your application will be assessed against the selection criteria for this position and you are therefore advised to address these in your application.**

Alternative formats

If you or someone you know requires application forms in alternative formats such as large print, please contact us and we will make suitable arrangements.

Position applied for:			
Notice period, or date free to start			
Please tick to confirm that you are permitted to work in the UK and hold a relevant work permit where necessary:	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
Current/final salary			

YOUR DETAILS			
Please include the phone number we may contact you on to discuss this role			
Surname		Title	
First name/s			
Postal address			
Telephone number			
Email			

EDUCATION			
Dates (month and year)		Name of school, college or university	Qualifications obtained (give subjects and grades)
FROM	TO		

EMPLOYMENT HISTORY			
Dates (month and year)		Name of employer	Position held, brief outline of duties, reasons for leaving
FROM	TO		

REFERENCES	
<p>Please give the name and address of two referees. One must be your existing or most recent employer who is able to give a reference in support of your application concerning your professional ability and performance at work. Please also state the capacity in which each referee is known to you.</p>	
<p>Name: Position: Address:</p> <p>Telephone: E-mail:</p> <p>When may we take up this reference?</p> <p>Interview stage Yes <input type="checkbox"/> No <input type="checkbox"/> Post job offer Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name: Position: Address:</p> <p>Telephone: E-mail:</p> <p>When may we take up this reference?</p> <p>Interview stage Yes <input type="checkbox"/> No <input type="checkbox"/> Post job offer Yes <input type="checkbox"/> No <input type="checkbox"/></p>

OTHER RELEVANT EXPERIENCE
<p>Please summarise here any other experience (for example voluntary work) which may be of a relevance to this application.</p>

<p>Other relevant training and professional memberships, including musical qualifications</p>	
<p>Other languages (Please give details, indicating written/spoken fluency)</p>	

INTERESTS AND ACTIVITIES (both within and outside the context of your employment)

PERSONAL STATEMENT

Please include outline your reasons for applying for this position and your skills, experience and training that are relevant to this role. (Maximum 2 pages)

To complete this section, you are very strongly advised to clearly address those aspects of the Role Description and Person Specification that we will test through this application form in drawing up our shortlist for interview.

DECLARATION

I confirm that the details I have supplied are true and accurate to the best of my knowledge and belief and would form the basis of any offer of employment

Signature:

Date:

I confirm that I am available for interview on the dates advertised in the application pack, if invited

Yes No

If No, I have contacted Ex Cathedra to discuss before submitting my application Yes

Ex Cathedra is committed to processing your data securely and transparently. Please visit read <http://www.excathedra.co.uk/privacy> to read our Privacy Policy which sets out, in line with the Data Protection Act and the GDPR, the types of data that we collect and hold on you and how the data is processed.

I confirm I have read and understood the Privacy Notice Yes No

With your consent, we will keep all application forms for a period of 9 months from the closing date of this opportunity and may use the information to contact you should any similar opportunities arise. Please indicate if you are happy for this to take place:

I consent for Ex Cathedra to retain my application form and understand I may withdraw my consent for this at any time by contacting Ex Cathedra via the details below

Yes No

SUBMITTING YOUR APPLICATION

When completed, this form and your CV should be submitted, by the application deadline stated in the advertisement and on our website, to:

peter@excathedra.co.uk - stating the title of the role you are applying for in the subject line

or, by post, to:

Peter Trethewey, General Manager
Ex Cathedra
CBSO Centre
Berkley Street
Birmingham B1 2LF

EQUALITY AND DIVERSITY MONITORING FORM

Ex Cathedra is committed to a policy of equality of opportunity in its employment practices. To help us monitor the range of applicants, we strongly encourage all applicants to complete our [monitoring form](#), which is anonymous, cannot be matched to your application, and will not be used as part of the selection process. More information about this is available on the form.

NOTIFICATION

It is Ex Cathedra's policy to notify all applicants individually as to the outcome of their application as soon as possible after the closing date. How long this takes varies according to the process and the role itself, and personalised feedback is not always possible.

Interview dates are normally advised in the application pack, and applicants are asked to hold these dates open until contacted. Positions are usually shortlisted within a few days. Unless otherwise stated, if you do not receive an invitation to interview within 2 weeks of the closing date you should assume that your application has not been successful.