



*“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 role description and you are therefore advised to focus on outlining your experience and skills in these areas in your application.**

### Alternative formats

Please let us know if you have any access needs or support regarding this application form. We are happy to discuss providing or receiving your application in alternative formats and ask that you contact us in advance so that we can agree this with you.

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, university or awarding body	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"/></p> <p>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"/></p> <p>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, qualifications, including accountancy 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. We prefer to receive this statement in written form because the role will require you to prepare and present information in a concise and well-ordered way, but you are welcome to contact us to agree an alternative format in advance. Please restrict your statement to a maximum of 3 pages.

To complete this section, you are strongly advised to clearly set out your experience against the responsibilities set out in the Role Description and to indicate how your personal values align with ours.

## 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:

[rebecca@excathedra.co.uk](mailto:rebecca@excathedra.co.uk) - stating the title of the role you are applying for in the subject line.

## 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.