"one of Britain's very best choirs" (New York Times)

Choir I Consort I Orchestra I Education
Jeffrey Skidmore OBE Artistic Director & Conductor
James Burton Artistic Director Designate

Application for Employment

Please complete this form in black ink or enter your answers electronically. D**uring the recruitment and selection process your application will be assessed against the role description, so we are most interested in the relevant experience and skills you can outline below.**

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 whether you are permitted to work in the UK, and hold a relevant work permit if needed. Ex Cathedra is unable to sponsor visa applications for this role		**YES** ☐ **NO** ☐

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	
Please give the name and address of two referees. The first should 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.	
Name: **Position**: **Address:** **Telephone:** **E-mail:** **Current/most recent employer?** **Yes** ☐ **No** ☐ **If no, please explain why this isn't possible:** **When may we take up this reference?** **Interview stage** **Yes** ☐ **No** ☐ **Post job offer** **Yes** ☐ **No** ☐	**Name:** **Position**: **Address:** **Telephone:** **E-mail:** **Previous employer?** **Yes** ☐ **No** ☐ **If no, please explain in what capacity they are known to you:** **When may we take up this reference?** **Interview stage** **Yes** ☐ **No** ☐ **Post job offer** **Yes** ☐ **No** ☐

OTHER RELEVANT EXPERIENCE
Please summarise here any other experience (for example voluntary work) that you would like to include in your application. Note this is separate from your personal statement.

Other training, professional memberships or qualifications	
Other languages you speak (Please give details, indicating written/spoken fluency)	

INTERESTS AND ACTIVITIES
Please tell us a bit about you, such as your interests and hobbies

PERSONAL STATEMENT

Please ensure you include a personal statement as part of your covering letter. This should outline your reasons for applying for this position and set out the relevant skills and experience you bring with regards the duties and responsibilities set out in the Application Pack. Please restrict your statement to a maximum of 3 pages.

If you prefer, you can supply this statement in the form of a covering letter but please only supply a personal statement or a covering.

You are welcome to contact us in advance if you would like to agree a different format.

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 runs a range of participation, performance, learning activities and projects for children and vulnerable adults. We therefore follow robust safeguarding and Safer Recruitment procedures. More details can be found at http://www.excathedra.co.uk/safeguarding. **I confirm I willing to complete Ex Cathedra's Safer Recruitment process** **Yes** ☐ **No** ☐
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

Please submit your application by the 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.

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, is not 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.

Interview dates are normally advised in the application pack, and applicants are asked to hold these dates open until contacted. Positions will be shortlisted within a few days.