

CANDIDATE NUMBER	
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(OFFICE USE)

Theatre by the Lake Application Form



APPLICATION FOR THE POST OF:	ARTISTIC DIRECTOR
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1. Personal Details

(All personal information will be detached from the application form before shortlisting).

Title:		Surname:	
Forenames:			

Home Address			
Town/City:		County:	
Postcode:		Country:	
Home Phone:		Mobile Phone:	
Email Address:			
Preferred Contact Method:			
National Insurance Number:			
Do you have the Right to Work in the UK?	Yes		No
Please note: if you are invited to attend interview, original identification documents verifying your right to work in the UK will be requested, checked, and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.			
Have you ever been convicted of a criminal offence?	Yes		No
Under the Rehabilitation of Offenders Act 1974 applicants who have a criminal conviction which is "spent" may answer No to this question.			
If yes, please provide details including dates:			

How did you hear about this vacancy?	
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DECLARATION

I confirm that the information I have given on this application form is correct	
Signature:	

Please return your completed form by email to: jobs@theatrebythelake.com or by post to:
Angela Wilson, HR & Admin Manager, Theatre by the Lake, Lakeside, Keswick, Cumbria CA12 5DJ

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2. Employment History (Non-freelance work)

Please list details of non-freelance employment history for the past 10 years, including details of any breaks in employment. Relevant employment more than 10 years previous can also be included. Freelance work should be detailed in Section 3 below. Please copy and paste further sections onto a separate page if required.

Name of current or most recent employer			
Address			
		Postcode	
Phone Number and email address			
Job Title			
Date from		Date to (if applicable)	
Responsibilities/duties			

Previous Employment

(Most recent first)

Name & address of previous employer			
Job Title			
Date from		Date to	
Responsibilities/duties			

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2. Previous Employment (Continued)

Name & address of previous employer			
Job Title			
Date from		Date to	
Responsibilities/duties			

Name & address of previous employer			
Job Title			
Date from		Date to	
Responsibilities/duties			

Name & address of previous employer			
Job Title			
Date from		Date to	
Responsibilities/duties			

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3. Freelance Work History

Please list details of current and previous freelance work for the past 10 years, including details of any breaks in working. Relevant work more than 10 years previous can also be included.

Date From	Date To	Employer (Name & Address)	Project Title	Your Role	Summary of Duties

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3. Employment History (Freelance work) continued.

Date From	Date To	Employer (Name & Address)	Project Title	Your Role	Summary of Duties

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4. Education/Qualifications

(Please start with secondary education)

Education

Establishment	Dates attended	Examinations taken or to be taken	Date awarded
Establishment	Dates attended	Qualifications	Date awarded
Establishment	Dates attended	Qualifications	Date awarded

5. Work based or other qualifications/training

Please detail any course(s) which you have undertaken which are relevant to the role.

Year	Organiser/training provider	Course/training title	Qualifications attained
Year	Organiser/training provider	Course/training title	Qualifications attained
Year	Organiser/training provider	Course/training title	Qualifications attained

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6. Supporting Information

Please use the space below to detail why you think that your skills and experience demonstrate how you meet the requirements of this job, making reference to the particular areas of competency referred to in the job pack. You may continue onto a further page if required (keeping within the specified overall word count).

(Please do not exceed 1,000 words)

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7. References

(One of your referees must be your current or most recent line manager)

Please note, if you are selected for interview, we may wish to contact one of your referees on completion of the first round interviews. Could you therefore please indicate by placing a 'X' in the box to the right of Referee 1 or 2 below, which one you would like us to contact. The remaining referee will only be contacted if you are offered the position.

REFEREE 1	
Name:	
Job Title:	
Company Name:	
Address:	
Telephone:	
Email Address:	

REFEREE 2	
Name:	
Job Title:	
Company Name:	
Address:	
Telephone:	
Email Address:	

Relationship:	
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Relationship:	
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How long have you known them?	
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How long have you known them?	
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Please indicate the length of notice you will be required to give if offered the post:

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Do you have a current, full driving licence?

Yes		No	
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Do you have a current DBS certificate, obtained within the last two years?

Yes		No	
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