

Theatre by the Lake Application Form



APPLICATION FOR THE POST OF:	WARDROBE SUPERVISOR
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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
<p>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.</p>			

Have you ever been convicted of a criminal offence?	YES		No	
<p>Under the Rehabilitation of Offenders Act 1974 applicants who have a criminal conviction which is "spent" may answer No to this question.</p>				
<p>If yes, please provide details including dates:</p>				

How did you hear about this vacancy?	
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CANDIDATE NUMBER	
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(OFFICE USE)

Supporting Information

Please use the space below to provide any other information you would like to add in support of your application. Please do not exceed one page.

CANDIDATE NUMBER	
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(OFFICE USE)

Referees (if not already detailed on your CV)

(N. B. One of your referees must be your line manager at your current or most recent employer)

Name of Referee	
Job Title	
Company Name	
Address	
Telephone	
Email Address	

Name of Referee	
Job Title	
Company Name	
Address	
Telephone	
Email Address	

Relationship	
How long have you known them?	

Relationship	
How long have you known them?	

Are we able to contact your referees prior to interview?

Referee 1 YES NO

Referee 2 YES NO

Do you have a current DBS certificate, obtained within the last two years or are signed up to the update service?

YES NO

General Data Protection Regulations 2018

The information detailed in this application form may be used by Cumbria Theatre Trust in the monitoring and progression of its employment policies and practices, and in particular it's Equal Opportunities and Recruitment Policies. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud.

During the course of its employment activities, Cumbria Theatre Trust collects, stores and processes personal information about prospective, current and former staff.

We recognise the need to treat staff personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

CANDIDATE NUMBER	
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(OFFICE USE)

What types of personal data do we handle?

In order to carry out our activities and obligations as an employer we handle data in relation to:

- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- Contact details such as names, addresses, telephone numbers and Emergency contacts
- Employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)
- Bank details
- Pension details
- Medical information including physical health or mental condition (occupational health information)
- Information relating to health and safety
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Employment Tribunal applications, complaints, accidents, and incident details

We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing. Your information is never collected or sold for direct marketing purposes. Your information is not processed overseas.

What is the purpose of processing data?

- Staff administration and management (including payroll and performance)
- Pensions administration
- Business management and planning
- Accounting and Auditing
- Accounts and records
- Crime prevention and prosecution of offenders
- Education
- Health administration and services
- Information and databank administration
- Sharing and matching of personal information for national fraud initiative

We have a legal basis to process this as part of your contract of employment (either permanent or temporary) or as part of our recruitment processes following data protection and employment legislation.

Sharing your information

There are a number of reasons why we share information. This can be due to:

- Our obligations to comply with legislation
- Our duty to comply with any Court Orders which may be imposed

Any disclosures of personal data are always made on a case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Information is only shared with those agencies and bodies who have a

CANDIDATE NUMBER	
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(OFFICE USE)

“need to know” or where you have consented to the disclosure of your personal data to such persons.

Use of Third Party Companies

To enable effective staff administration Cumbria Theatre Trust may share your information with external companies to process your data on our behalf in order to comply with our obligations as an employer.

I consent to Cumbria Theatre Trust recording and processing the information detailed in this application form. I understand that this information may be used by Cumbria Theatre Trust in pursuance of its business purposes and my consent is conditional upon Cumbria Theatre Trust complying with their obligations under the General Data Protection Regulations 2018.

I also confirm that the information I have given on this application form is correct.

Signature:	
Date:	

Please return your completed form together with your anonymized CV or list of relevant experience and training to: jobs@theatrebythelake.com

or post to: Angela Wilson, Executive Assistant, Theatre by the Lake, Lakeside, Keswick, Cumbria CA12 5DJ (please ensure your documents arrive by the closing date).