

Lichfield Festival Application Form



FOR OFFICE USE:		
No:	Rec'd:	Ackn't encl. Y/N

Please complete this form in block capitals or typescript.

To apply, please complete the form below, using continuation sheets where necessary. ***Please also include a separate covering letter referencing the job and person specification, as well as why you think you are suitable for consideration.***

1. Surname	2. Forenames
3. Title (e.g Mr, Mrs ,Miss, Ms, Dr. Etc):	
4. Do you have the right to work in the UK? If you are successful in gaining this post you will be asked to provide original documentary proof.	
5. Address:	6. Contact Telephone:
	7. Email:
8. Address for correspondence (if different)	
9. Post applying for:	

10. Further/Higher Education (Please give dates of attendance and qualifications):		
<i>Date(s)</i>	<i>Name(s) of Institution(s)</i>	<i>Subject/Title/Qualification/Class</i>

11. Professional Qualifications/Training Courses Attended:

12. Which computer software packages do you have experience of using?

13. Date available to take up appointment/notice required:

14. Previous roles (or relevant experience) in chronological order. Please attach a separate sheet if necessary.

<i>Employer & Address</i>	<i>Dates</i>	<i>Position & Key Responsibilities</i>

15. Referees – please give details of at least two. It will be assumed that referees may be approached without further permission unless otherwise indicated, though references will not normally be taken up unless the applicant is short-listed for interview. At least one referee should represent your current or most recent employment.

Referee 1: Name and Status	Address	Email Address

Referee 2: Name and Status:	Address	Email Address
16. Any former surname to be used for references:		
17. Outside interests or activities:		
18. Do you have any unspent criminal convictions? <i>(If you consider any such conviction not to be relevant to the position for which you are applying, please explain why. If the organisation considers it appropriate, this will be discussed with you at interview)</i>		

Applicant's Signature

Date: _____

Please return your completed application, covering letter and monitoring form to Francesca Richards, Executive Director by email to Francesca.richards@lichfieldfestival.org

Equal Opportunities and Diversity Monitoring Form

Lichfield Festival Ltd is committed to equal opportunities in employment and volunteering. Recruitment and selection procedures are monitored to ensure that individuals are selected on merit and that there is no unfair treatment. This data is collected solely for equality monitoring and will not be used as part of the selection process.

Your reply will be treated in confidence (this sheet will be removed before any assessment of your application takes place). ***You are under no obligation to answer all the questions below.***

Position applied for:

How did you hear about the role?

Age

How old are you?

Disability

Do you consider yourself to have a disability?

Gender :

Sexual orientation:

Religious belief :

Monitoring Ethnicity :