A close-up of a logo

Description automatically generated

Thank you for applying to one of our vacancies at The Dukes. Please complete all the relevant sections and send completed application forms to *Emma Nixon, Creative Administrator* – [emma@dukeslancaster.org](mailto:emma@dukeslancaster.org), or post a hard-copy to Emma Nixon, The Dukes, Moor Lane, LA1 1QE

**POST APPLIED FOR:** ……………………………………………...............................................................

**SECTION 2 – WHO CAN WE CONTACT?**

*Please provide two contact who we can ask for a reference. One of them must be your current employer, if applicable. All references are treated as confidential.*

|  |  |
| --- | --- |
| NAME: ………………………………………………….  JOB TITLE: ……………………………………………..  RELATIONSHIP TO YOU: …………………………  ADDRESS: ……………………………………………... ……………………………………………………………………..  PHONE NUMBER: ………………………………….  EMAIL: …………………………………………………..  CAN WE CONTACT THEM BEFORE WE MAKE AN OFFER?: | NAME: ………………………………………………….  JOB TITLE: ……………………………………………..  RELATIONSHIP TO YOU: …………………………  ADDRESS: ……………………………………………... ……………………………………………………………………..  PHONE NUMBER: ………………………………….  EMAIL: …………………………………………………..  CAN WE CONTACT THEM BEFORE WE MAKE AN OFFER?: |

**SECTION 1 – ABOUT YOU**

FULL NAME: ……………………………………………………………………………………………………………………………………

ADDRESS: ……………………………………………………………………………………………………………………………………….

PHONE NUMBER: ................................................................................................................................

EMAIL ADDRESS: …………………………………………………………………………………………………………………………….

**SECTION 3 – TELL US ABOUT YOURSELF**

*We want to know who you are! Tell us about your experiences, what you’ve done, where you’ve been, and why you’d be perfect for this job!* ***Refer to the Job Description where appropriate.***

……………………………………………………………………..

**SECTION 5 – WHERE HAVE YOU WORKED?**

*Tell us where you worked, the dates you’ve worked there, your job title and your duties and responsibilities.*

…………..…

**SECTION 4 – WHERE DO YOU WORK?**

JOB TITLE: ………………………………………………………………………………………………………………………………...

EMPLOYER: ……………………………………………………………………………………………………………………………...

EMPLOYER’S ADDRESS:…………………………………………………………………………………………………………….  
……………………………………………………………………………………………………………………………………………………….

DATE FROM: …………………………………………………………………………………………………………………………….

SALARY: …………………………………………………………………………………………………………………………………...

MAIN DUTIES & RESPONSIBILITIES: …………………………………………………………………………………………………………………………………………………  
……………………………………………………………………………………………………………………………………………………….

**What was the most recent piece of theatre you have seen, and what did you think about it?**

……………………………………………………………………………….

**SECTION 6 – WHAT HAVE YOU DONE?**

*Please list any relevant qualifications or training you have done:*

………………………………………….…………………………………………………………………………………………………...

**SECTION 7 – DECLARATION**

The information you have provided on the application form will be held securely during the recruitment process. Personal data relating to unsuccessful candidates will generally be destroyed six months after the recruitment process has ended.

Occasionally, we may need to retain personal data of unsuccessful applicants for longer than six months. In any event, all personal data will be stored securely in accordance with the Data Protection Act 2018.

*I consent to my personal data being held as stated above.*

*I conﬁrm that the information I have provided is correct.*

SIGNATURE: ………………………………………………………….

DATE: ………………………..

**Where did you hear about this vacancy?**

……………………………………………………………………………….