

**Application Form**

The Lyric Hammersmith is committed to equal opportunities and welcomes applications from everyone.

|  |  |
| --- | --- |
| Post applied for: |  |
| How did you hear about this vacancy? |  |

### Your details

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

**Employment and work experience**

Starting with the most recent and working backwards chronologically, give details of your previous work experience and employment.

|  |  |  |
| --- | --- | --- |
| **Dates of employment:** | Name of Employer | Role title and brief description of duties |
|  |  |  |

|  |
| --- |
| **What is your current or most recent salary?** |
|  |
| **If you were offered the job when would you be available to start?** |
|  |
| **Do you require a work permit to work in the United Kingdom?** |
|  |
| **If so, do you currently own a valid work permit?** |
|  |

### Formal education and qualifications

Starting with the most recent and working backwards chronologically, please give details of your educational attainment and qualifications.

|  |  |  |
| --- | --- | --- |
| **Dates attended:** | School, college, university etc  | Qualifications obtained |
|  |  |  |

### Other training

Starting with the most recent and working backwards chronologically, please give details of any other training courses you have attended.

|  |  |  |
| --- | --- | --- |
| **Dates attended:** | Training Provider | Course title |
|  |  |  |

**Computer skills**

Please list any computer software you have used and your skill level.

|  |
| --- |
|  |

### Referees

### Please give details of two people we may contact for a reference. Your referees should have knowledge of you in a working environment, either paid or unpaid, and one should be your current or most recent employer.

### Referee 1

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| May we contact this person without your prior agreement?  |  |
| In what context do you know this referee? |  |

### Referee 2

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| May we contact this person without your prior agreement?  |  |
| In what context do you know this referee? |  |

**APPLICATION STATEMENT**

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| --- |
| **Interview arrangements**The Lyric Hammersmith has made a commitment that all applicants with disabilities who meet the minimum criteria for this job (the Essential section of the Person Specification) will be invited to interview. Please let us know:Do you have a disability?Do you require any special arrangements to be made to enable you to attend an interview? If so, please specify below. If you would like to discuss your requirements in more detail, please contact Amir Sheikh in the Administration department on 020 8741 6822 option 2 or jobs@lyric.co.uk |

### Checklist

### Please ensure you have included:

|  |  |
| --- | --- |
|  | **Enclosed** |
| Completed application form and statement |  |
| Covering letter explaining why you are interested in this role and how your experience and skills match the Person Specification |  |
| Equal Opportunities monitoring form |  |

Are you available for interview on the advertised date? YES/NO

If no, please give details of alternative availability in your cover letter.

### Statement

I confirm that:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| The information given on this form is correct and complete |  |  |
| I possess all the qualifications which I claim to hold |  |  |
| I understand that all appointments are subject to satisfactory references, proof of eligibility to work in the UK, and a satisfactory enhanced DBS disclosure |  |  |
| I have never been convicted of an offence relating to children or young people and have never been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or young person. If no, please specify any convictions, spent or unspent below (\*) |  |  |
| I understand that submitting false information or withholding relevant information on this form may lead to my application being rejected or, if I am appointed, will constitute grounds for dismissal  |  |  |

Please note that the Lyric treats all applicants for employment fairly and actively promotes equality of opportunity and welcomes applications from a wide range of candidates. Having a criminal record will not necessarily bar people from working with the Lyric. The Lyric will always consider the nature of the position and the circumstances and background of any offences.

\*You are advised that under the provisions of the Rehabilitation of Offenders Act (NI Order) (1974) (Exceptions Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 you should declare all convictions, including spent convictions. Please list any convictions you have relating to children or young people on a separate sheet.

Applications from unsuccessful applicants will be kept on file for twelve months before being destroyed.

I confirm that the above information given by me is correct and that I consent to my personal data being processed and kept for the purpose described above in accordance with the Data Protection Act 1998.

Name………………………………………………………………………………………………….

Signature……………………………………………………………………………………………...

Date…………………………………………………………………………………………………….