

**Application Form**

Thank you for your interest in a role at the Lyric Hammersmith Theatre. We are committed to equal opportunities and welcome applications from everyone.

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

### Your details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Pronoun |  |
| Address |  | | |
| Telephone |  | | |
| Email |  | | |

**Supporting Information**

This could range from a cover letter, a video or sound link or in a different format that suits you and the role you are applying for. We would like you to provide supporting information detailing why you are applying for this role.

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**Employment and work experience**

Starting with the most recent and working backwards chronologically, give details of your previous employment and work experience that is most relevant to this role.

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

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

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

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

The details of your qualifications and attainment will not influence the outcome of your application but if you wish you can detail information about your most relevant education or training.

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| School, college, university etc.: |
| Dates attended: |
| Qualifications obtained: |

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| Detail any training or additional qualifications below: |
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### 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 voluntary, and one should be your current or most recent employer.

### Referee 1

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

### Referee 2

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

**Interview arrangements**

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| Are you available for interview on the advertised date? YES / NO  The Lyric Hammersmith Theatre 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? YES / NO / PREFER NOT TO SAY  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 the Administration Department on 020 8741 6822 or email [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk)  The Lyric Hammersmith is proud to be a Disability Confident Employer and Official Partner of Parents in Performing Arts (PiPA).    https://lyric.co.uk/wp-content/uploads/2018/03/PiPA_LOGO_Horizontal-300x121.jpg |

**Application Statement:**

|  |  |  |
| --- | --- | --- |
| I confirm that: | **Yes** | **No** |
| The information given on this form is correct and complete |  |  |
| I understand that all appointments are subject to satisfactory references, proof of eligibility to work in the UK, and a satisfactory DBS disclosure (Enhanced, Standard or Basic) |  |  |
| 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 behavior 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 |  |  |

\*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.

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.

Your personal data will be processed and kept for the purpose described above in accordance with the Data Protection Act 1998 and General Data Protection Regulation.

### Checklist

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| --- | --- |
| Please ensure you have: | **Enclosed** |
| Completed this application form |  |
| Completed the Equal Opportunities monitoring form |  |

Once your application is submitted you will receive a confirmation email. If you do not receive this email please follow up with our Administration Team.

Thank you for your application to the Lyric Hammersmith Theatre!