APPLICATION FORM – PART 1

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

The application form is made up of two parts – this is so we can anonymize personal information. During shortlisting, the information on Part 1 will be stored by the Lyric’s Administration Team and not shared with the hiring panel.

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

**Your details**

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

|  |
| --- |
| Do you require a work permit to work in the United Kingdom? |
|  |
| If so, do you currently own a valid work permit? (Please detail what work permit you currently are on) |
|  |

**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 candidates that self-identify as disabled and 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 identify as disabled? YES / NO / PREFER NOT TO SAY  We are able to offer support and resources to aid access requirements; please state any access requirements here: |
| 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) (Between 10:00am- 5:00pm, Monday- Friday)  The Lyric Hammersmith Theatre is proud to support parents and caregivers.  The Lyric Hammersmith is proud to be a Disability Confident Employer |

**Application Statement:**

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

|  |  |
| --- | --- |
| **Please ensure you have:** | **Enclosed** |
| Completed the application form – Part 1 |  |
| Completed the application form – Part 2 |  |
| Completed the Equal Opportunities monitoring form` |  |

Once your application is submitted you will receive an automatic 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!