|  |  |  |  |
| --- | --- | --- | --- |
| **Job Application Form** | | | |
| **Position Applied For:** | | | |
| **First Name(s)** |  | **Last Name** |  |
| **Date of Birth** |  | | |
| **Address** |  | | |
| **Telephone** |  | **Email Address** |  |

|  |
| --- |
| **Please tell us why you think you are suitable for this role**  In your answer you should refer to any relevant skills that you think match the requirements of the job description. You may also use this as an opportunity to tell us about any relevant work experience, education history, professional training or qualifications. Please continue on additional sheets if necessary. |
|  |

|  |  |  |
| --- | --- | --- |
| **References**  Please provide two references. Reference requests will only be made upon a formal job offer. | | |
| **Name** |  |  |
| **Telephone Number** |  |  |
| **Email Address** |  |  |
| **Address** |  |  |
| **Job title, or relationship to you** |  |  |

|  |  |
| --- | --- |
| **Current Employment or Activities**  Please give details of your current employment or activities | |
| **Name of Organisation** |  |
| **Job Title/Activity** |  |
| **Responsibilities** |  |
| **Dates of Employment** |  |
| **Notice Period** |  |

|  |  |  |
| --- | --- | --- |
| **Personal information** | | |
| **Absence**  How many days absence from work have you had in the past twelve months that was not part of your annual leave entitlement? |  | |
| **Criminal Convictions**  Do you have any unspent convictions under the Rehabilitation of Offenders Act? If yes, please give details (if unsure whether a conviction is spent or unspent, please consult with the Disclosure & Barring Service before completing) | **Yes** | **No** |
| **If yes, please give details** |  | |
| **Work Permit**  Do you require a permit to work in the UK? | **Yes** | **No** |
| **If yes, do you have a current work permit and when does it expire?** |  | |
| **Use this space to let us know about any adjustments we can make to support your participation in interview. You can include access requirements or highlight anything else you would like us to be aware of.** |  | |

|  |  |
| --- | --- |
| **Declaration** | |
| I confirm that the information provided in this form and in any attachments is correct, and understand that any misrepresentation or omission may result in the rejection of my application or disciplinary action, including dismissal. I agree that my application may be processed in line with the GDPR Regulations 2018. | |
| **Signature:** | **Date:** |

**Please return completed application forms to:**

Becky Atkinson

Lawrence Batley Theatre

Queen Street

Huddersfield

HD1 2SP

Or email to: [**recruitment@thelbt.org**](mailto:recruitment@thelbt.org)

* Please note, if you are emailing your application and can’t sign above, and are invited for an interview, you may be asked to sign your application.
* Unless specifically asked to do so, please do not send additional papers such as CVs.
* If you are invited to interview, we will retain a copy of your application for a minimum of six months. We may contact you about other roles at the theatre during this time. Your application will be stored securely and disposed of in accordance with GDPR regulations. If you are appointed to the role, this application will be kept in your personnel file.