

COMMUNITY ENGAGEMENT OFFICER

APPLICATION FORM

LAWRENCE BATLEY
THEATRE
HUDDERSFIELD
INSPIRING PERFORMANCE



Please type or write clearly in black ink.

PERSONAL DETAILS

Last Name		Title <i>Optional</i>	
First Name(s)			
Address			
Evening Telephone		Daytime Telephone	
Mobile Telephone		Email Address	

DISABILITY

Do you suffer from illness or disability that could affect your ability to carry out the duties described in the Job Description for this post?

Please tick (✓) Yes _____ No _____

If Yes, please give details, including how we can support you, both during the application process and in employment:

REFERENCES

Please give the names and addresses of two people (not relatives) who have known you in employment. One should be your present or most recent employer.

Name		
Address		
Telephone Number		
Email Address		
Job title, or work relationship to you		
Can they be contacted before offer of the post?		

CURRENT EMPLOYMENT

If not in employment, your current activities.

Name of Organisation			
Job Title			
Responsibilities			
Employment Began		Leaving Date (if applicable)	
Notice Required		Current Salary Level	
Reason for leaving, or for seeking other work?			

PREVIOUS EMPLOYMENT

Please start with most recent. If there are gaps between employments please give relevant information. Freelancers or people with a large number of short-term contracts may wish to select their most relevant work experience. Please continue on additional sheets if necessary.

Organisation	Job title, responsibilities and reason for leaving	Dates

EDUCATION AND RELEVANT TRAINING

Please give details of your formal training (most recent first), and any additional training that may be relevant to the post (most recent first).

Institution / Trainer	Qualification and Subject	Grade	Dates

HEALTH

How many days absence from work have you had in the past twelve months due to illness? _____

CRIMINAL CONVICTIONS
(Rehabilitation of Offenders Act 1974)

Have you ever been convicted of a criminal offence?

Please tick (✓) Yes _____ No _____

If yes, please give details: _____

WORK PERMIT

Do you require a work permit to work in the UK?

Please tick (✓) Yes _____ No _____

ADMINISTRATIVE

Where did you see the advertisement for this post?

SUPPORTING INFORMATION

Please outline why you have applied, and referring to the job profile and information provided, why you feel that you are a suitable candidate for this post. Please continue on additional sheets if necessary.

DECLARATION

I declare that the information I have given in this application is correct, and that I consent to the LBT checking any details on this form. I understand that the supply of any inaccurate information may result in the withdrawal of any offer of employment, or the termination of employment. I have not canvassed (either directly or indirectly) any member of the LBT staff, or Kirklees Theatre Trust.

Signed: _____ Date: _____

NOTES

- If you are emailing your application and can't sign above, and you are invited for an interview, you will be asked to sign it then.
- Unless specifically asked to do so, please do not send additional papers such as CVs.
- Enclosed is an Equal Opportunities Monitoring Form. Completion of this form is optional, but we would be grateful if you would take the time to do so. It will not be provided to the short listing panel.
- If you wish to receive acknowledgement of your application, please supply either your email address here or a stamped addressed envelope. _____
- If you do not hear from us by the date of the interview, please take it that you have not been successful in your application on this occasion.

Please return the completed form marked as 'CONFIDENTIAL' to:

**The Administration Department
Lawrence Batley Theatre
Queen Street
Huddersfield
HD1 2SP**

Or email to: theatre@thelbt.org

Please note the deadline for this position is **12pm Tuesday 14th February 2012.**

Interviews are planned for **Thursday 23rd February 2012.**

Thank you for applying to work with us.