# Black Box logo

**General Information**

The Black Box is housed in a Grade II listed building on Hill Street in the Historical Cathedral Quarter of Belfast, originally constructed c. 1850 and converted into its current usage as an arts venue in 2006.

The venue provides space for visual art, theatre, music, comedy, circus, literature and everything in between.

The post holder will help to support the Moon Base project, which is a new project which aims to consolidate our various disability arts projects in a dedicated space.  Moon Base will be more than just a drop in facility, it will empower users to explore their creativity, in ways that are meaningful to them.  The project will engage with people, especially those with a learning disability, in an innovative way which is designed to help people to explore their creative nature, become more involved in the community and feel a reduction in feelings of loneliness.  The project aims to target those at greatest risk of exclusion and isolation, who could be perceived as ‘hard to reach’.

**Please complete the form below detailing education and employment history and then complete a Supporting Statement which should detail how you fulfil the essential and desirable criteria.**

### The Black Box Trust

**APPLICATION FOR EMPLOYMENT**

Please write or type in black ink

**CONFIDENTIAL CONFIDENTIAL**







##









**Other Training** – Please list any other training or courses you have undertaken, which did not lead to a qualification and which you feel are relevant to the advertised post. Please include dates and duration of training or course.









 





**Employment Continued**





 









 



Key responsibilities of the post



**Please provide a supporting statement which provides evidence to demonstrate how you meet the essential & desirable criteria in the person specification. Please provide specific examples from your past experience that clearly show that you have the particular skills, knowledge or experience required. It is important to provide as much relevant information as possible including any other experience including voluntary work.**

**The Supporting Statement should be on A4 sheets printed or handwritten.**













To the best of my knowledge the information provided on this form is correct and I agree that The Black Box Trust may verify the information given in this application form. I agree that The Black Box Trust may collect the personal data it contains and use the data for recruitment, personnel and training purposes only. I understand that The Black Box Trust‘s Vulnerable Adult Policy requires all staff members to undergo a personal check by Access NI before commencing employment.



**Please Return to Sarah Jones** **sarah@blackboxbelfast.com**

**Black Box 18-22 Hill Street, Belfast, BT1 2LA**

**No later than 4:00pm on Monday 26 Feb 2018.**

**EQUAL OPPORTUNITIES MONITORING**

|  |
| --- |
| **Name: Position applied for:**  |
| **Where did you hear about this vacancy?**  (Please be specific i.e. name of publication/website/agency) |

|  |
| --- |
| The Black Box Trust is committed to providing equality of opportunity, irrespective or race, colour, ethnic or national origins, gender, marital status, sexual orientation, age, disability, religious beliefs, political beliefs, economic status or class.In order to help us ensure our policy is being carried out it would help if you could complete the following details so that we can monitor applications throughout the employment process. Please be assured that any information you provide will be treated as confidential and will not be used as part of the selection process.Thank you for your assistance. |

|  |
| --- |
| **ETHNIC ORIGIN** (Categories based on those supplied by Commission for Racial Equality)I would describe my ethnic origin as (please tick): |
| Bangladeshi |  | White British |  |
| Black African |  | Asian Other (please specify): |  |
| Black Caribbean |  | Black Other (please specify): |  |
| Chinese |  | Mixed (please specify): |  |
| Indian |  | White Other (please specify): |  |
| Irish |  | Other (please specify): |  |
| Pakistani |  |  |  |
| **DISABILITY STATUS** (The Disability Discrimination Act 1995 protects people who have an impairment; are disabled and/or have long-term health conditions.) |
| Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995?  | Yes |  | No |  |
| If yes, please give brief details of your disability |
|  |
| **SPECIAL NEEDS**  |
| Do you have any special needs regarding the interview? E.g. Do you need wheelchair access? | Yes |  | No |  |
| If Yes, please give brief details: |
| **OTHER INFORMATION** |
| Gender (male/female) | Nationality |
| Age Please tick below the age bracket you fall into at the closing date |
| Under 21 |  | 21-30 |  | 31-40 |  | 41-50 |  | 51+ |  |  |

Thank you for completing this application form. Before returning this to us, please sign below.

To the best of my knowledge and belief, the replies to questions on this application form are complete and true. I understand that any misleading or false statements or significant omissions may disqualify me from employment or may be cause for dismissal.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_