# APPLICATION

# FORM

Please email completed application forms to: privacy@culturetrust.com

Or post to:

Cheryl Beattie-Bray

Culture Trust Luton

The Hat Factory Arts Centre

65-67 Bute Street

Luton, LU1 2EY

If returning by hand, please mark for the attention of:

Cheryl Beattie-Bray and leave at the Hat Factory Reception desk

Please ensure you use the correct postage when returning your application form.

The Culture Trust will not pay excess postage charges, which may result in your

application form not being delivered. Applications must be received

by the closing date of the advert in order to be considered for the post.

For help completing your application form

please call us on: 01582 54 7486



https://www.culturetrust.com/hat-district/work-us

**Completing your application form**

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| Please note the following points before completing your application form |

If hand writing, please complete your form using black or dark blue ink. Write the job title in the box provided on the top right hand side of each page. If you can, take a copy of your application form for your own information before you return it to us.

Give as much information as you can about why you think you are suitable for the job and how you meet the necessary criteria.

Please remember to make sure you have included evidence to show how you meet **all** the essential criteria listed in the Person Specification or you will not be short-listed. We are able to accept CVs, targeted to meet all the essential criteria of the Person Specification, in place of Section C only. You must complete **all** other sections.

Complete the Equal Opportunity Monitoring section and sign the declaration at the end of the form.

Use additional sheets as necessary and make sure they are securely attached to your form and are noted with the position you are applying for and the reference number.

Return your form to us on or before the closing date, applications received after the closing date or incomplete applications, may not be accepted.

Keep free any interview date that is mentioned in either the job advert or other information sent to you. We may not be able to provide alternative dates.

Please ensure that any gaps in your employment or educational history since leaving secondary school are fully explained.

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| Person specification |

The 'person specification' lists what is required of a candidate to enable them to do the job applied for and whether those requirements are 'essential' or 'desirable'.

**Essential requirements** - without which candidates will be rejected.

**Desirable requirements** - used for choosing between two good candidates.

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| Your application form |

The Equal Opportunity Monitoring Form (Section E) is removed from your form before being passed to the short-listing or interview panel. This section is for our records and monitoring purposes only.

All other sections are passed to the short-listing and interview panel. If you are selected for interview, you will be asked to confirm the information you have given on your Criminal Conviction Form. If appointed, the manager will discuss the relevance or otherwise of any conviction with a HR Adviser.

In the interests of economy, completed application forms will not be acknowledged. If you have any queries concerning your application please contact (01582) 547486 quoting the job title. Only short listed applicants will be contacted. Therefore if you do not receive any further communication from the within 4 weeks of the closing date, you may assume you have not been short listed for the position on this occasion.

**Section A** Personal details

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| Job details |
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| Position applied for |
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| Closing date |  | Please tell us where you saw this post advertised |
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| --- | --- | --- | --- | --- | --- |
| Are you applying for a job-share? | Yes |  |  | No |  |

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| --- | --- | --- | --- | --- |
| Personal details | | | | |
|  | | | | |
| Title e.g. Mr, Mrs, Miss or Ms | | First name(s) |  | Surname (family name) |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| State any previous name(s) you have been known by e.g. maiden name, married name or aliases | | | | |
| Previous name(s) |  | Date(s) changed |  | Why changed |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Address | | Mobile telephone number | | | |
| Postcode |  |  | | | |
| Daytime telephone number (including code) | | | |
|  | | | |
| Email address | Preferred method of contact: | | | |
|  | Email |  | Post |  |

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| Immigration status | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Are you entitled to take up employment in the UK?  ***Proof may be asked for at interview.*** |  | Yes |  |  | Please state clearly if you require a work permit or give the terms of your visa and expiry date | | | |  |  | | | | | | |
|  | |
| No |  |
|  | | | | | | | | | | | | | | | | |
| National insurance number | | | | | |  |  |  | | |  |  |  |  |  |  |

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| Driving licence | | | | | | | | | | | | | | | | | | |
| Please complete this section only if this job requires you to drive | | | | | | | | | | | | | | | | | | |
| Do you hold a current driving licence? |  | Yes |  |  | No |  |  | Do you hold an LGV licence? |  | Yes |  |  | No |  |  | If 'Yes' what level? |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Relationships | | | | | | | |
|  | | | | | | | |
| Are you related to, or in a relationship with an employee of the Culture Trust? |  | Yes |  |  | If 'Yes', please give name and relationship  *(State department where relevant)* |  |  |
|  | |
| No |  |
|  | | | | | | | |
| If appointed, do you have any business/financial interests that may conflict with the duties of this job? |  | Yes |  |  | If 'Yes', please give brief details |  |  |
|  | |
| No |  |

Section B Education and Employment

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| --- | --- | --- | --- | --- |
| Education and qualifications | | | | |
|  |  |  |  |  |
| Please list all educational qualifications and training relevant to this post.  *Proof may be asked for at interview. Please use additional sheets if needed* |  | Date(s) |  | Result/Level |
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Professional bodies

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| Please tell us if you are a member of any professional body  *Proof may be asked for at interview* |  | Level of membership & date achieved |
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| --- | --- | --- | --- | --- | --- | --- |
| Current employment | | | | | | |
| *If you are not currently employed, please give details of your most recent employment* | | | | | | |
| Employer's name and address | | |  | Position | | |
|  | | |  | | |
|
| Date from |  | Date until |
|  |  |
|  | Postcode |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hours per week |  | Annual salary |  | Notice required |  | Reason for leaving |
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| --- |
| Brief description of duties |
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| --- | --- | --- | --- | --- | --- |
| Apart from this post do you have another job? | Yes |  |  | No |  |
| Previous employment | | | | | |

*Please give details of all employment, the most recent first. You must account for all periods of employment, career breaks, periods of unemployment, education and voluntary work since leaving secondary school without any gaps. Please use additional sheets if required.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer's name and location | Date to nearest month | | Salary/grade | Position and main responsibilities | Reason for leaving |
| From | To |
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| Referees |

Please give the name and address of two referees who can verify your employment record - one should be your present or most recent employer. If you have not been in paid employment please give the name and address of two heads of any education or training establishment or managers of any voluntary group (or both) that you have worked for. Personal references are acceptable only if work references are not available.

The Culture Trust has to undertake certain enquiries relating to the appointment of staff working with children, the elderly and people with a disability. You must be prepared to accept that if short-listed, your present employer and/or immediate past employer (or last employer relating to the relevant client group) may be contacted. Will you please therefore indicate the full name and address of your present employer and/or past employer, as well as the other referee you nominate. Applications will not be considered if this information is not given.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | |  | Name | |
|  | |  |  | |
|
| Relationship to you *(e.g. manager)* | | Relationship to you *(e.g. work colleague)* | |
|  | |  | |
| Business address | | Business address | |
|  | |  | |
|  | Postcode |  | Postcode |
| Telephone number *(Including code)* | | Telephone number *(Including code)* | |
|  | |  | |
| Email address | | Email address | |
|  | |  | |

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| --- | --- |
| Please make sure that your referees are happy for us to contact them. Please tick this box if you do not wish us to contact your referees without your permission. |  |

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| Arrangements for interview |

Please give any dates when, if short-listed, you would not be available to attend an interview

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Please indicate whether you need any arrangements to be made if you are invited for an interview

e.g. wheelchair accessible location, induction loop in the interview room, etc.

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Section C Experience and relevant skills

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| Tell us how you meet the essential requirements of the job. Please refer to the person specification for more information. |

Please use additional sheets if required, ensuring they are securely attached and noted with your name, the position and reference number of the job you are applying for.

The 'person specification' lists what is required of a candidate to enable them to do the job and whether those requirements are 'essential' or 'desirable'. You must demonstrate how you meet all the essential requirements in order to do the job.

The shortlisting panel will decide who to invite to interview by comparing section C with the 'person specification'.

It is extremely important that you give as many clear examples as you can detailing how you specifically meet the requirements of the job. Make sure you include all relevant experience, knowledge or skills, this includes voluntary or unpaid work. It is advisable to address each of the essential requirements separately. We strongly recommend using headings that relate to the person specification to ensure you cover all the required criteria.

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| Declaration |

I declare that the information I have given is correct, and give my consent for it to be used for monitoring purposes and understand that this information may be checked for accuracy against information held by other institutions and/or government departments such as the Border Agency. I realise that false information or omissions may lead to dismissal without notice and that canvassing the Culture Trust officers in connection with this job will disqualify me.

Luton Borough Council/the Culture Trust will keep and treat the information provided both electronically and in paper records, as confidential and won’t pass it on to any unauthorised person or organisation. However, Luton Borough Council/the Culture Trust are under a duty to protect the public funds it administers, and to this end may use the information you have provided on to it for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

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| --- | --- | --- | --- | --- |
| Signature |  | Date |  | If your application is unsuccessful, we will keep this form for 12 months and use its information solely to fulfil our Statutory duties and our own policies |
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Section D Disclosure of criminal convictions

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| This form must be completed and returned by all applicants or we cannot consider your application |

To apply for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974. When applying for certain jobs, you will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

1 Please read carefully the notes overleaf and then enter any unspent convictions below

2 You must also state spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands if you are applying for a job in one of the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| • Accountancy  • Social services  • Education service |  | • Legal  • Youth service  • Parking enforcement |  | • Nursing  • Leisure |

Or, if the job means that you are likely to be in regular contact with the following groups of people:

|  |  |  |
| --- | --- | --- |
| • Under 18 year-olds |  | • Those with a mental impairment |
| • Over 65 year olds | • Those with a sight, hearing or speech impairment |

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| --- |
| Position applied for: |
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| --- | --- | --- | --- | --- | --- |
| Do you have any criminal convictions to declare? | Yes |  |  | No |  |

If yes, please complete below

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| --- | --- | --- | --- | --- |
| Offence |  | Date of Conviction |  | Sentence |
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Further information in relation to any conviction may be required at interview.

I declare that I have provided all the information required and that the information I have given is correct. I understand that, should I be appointed, failing to declare or falsification of information will result in my dismissal without notice.

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |
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Section D Disclosure of criminal convictions

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| You must disclose all 'unspent' convictions and 'spent' convictions for certain jobs (Item 2, previous page) |

Details of relevant convictions and time periods are as follows:-

|  |  |
| --- | --- |
| Sentence | Becomes 'spent' after |
|  |  |
| Sentence of imprisonment or youth custody exceeding 6 months but not exceeding 30 months | 10 years |
| A sentence of imprisonment or youth custody not exceeding 6 months | 7 years |
| A sentence of borstal training | 7 years |
| A fine or other sentence, not otherwise covered in this chart, such as a compensation or community service order or a probation order received on or after 3rd February 1995 | 5 years |
| An absolute discharge | 6 months |
| A probation order, conditional discharge, bind over, fit person order, supervision order or care orders under the Children and Young Persons Acts (and equivalent in Scotland) | 1 year or until the order expires (whichever is the longer), or 5 years if a probation order was made on or after 3rd February 1995 |
| Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces | 10 years |
| Simple dismissal from the armed forces | 7 years |
| Detention by direction of the Home Secretary |  |
|  |  |
| A detention period exceeding 6 months but not exceeding 30 months | 5 years |
| A detention period not exceeding 6 months | 3 years |
| A detention care order | 3 years |
| A remand home order, an approved school order or an attendance centre order | The period of the 'order' plus a further year after the order expires |
| A hospital order under the Mental Health Acts | The period of the 'order' plus a further 2 years after the order expires, with a maximum of 5 years from the date of conviction |
| Sentence exceeding 30 months |  |
|  |  |
| A sentence of imprisonment or youth custody more than 30 months | Never becomes 'spent' |

Further notes

If you were under 17 years of age on the date of your conviction, please halve the period shown in the right-hand column. This does not apply to sentence under the heading 'Detention by direction of the Home Secretary'

For the purpose of calculating a 'spent' conviction, it does not matter whether a sentence was suspended.

When applying for some job you must also declare spent convictions, pending charges/current Police investigations, bindovers, warnings/ cautions or reprimands. If you are employed, failure to declare or falsification of information will result in your dismissal without notice.

Section E Equal Opportunity Monitoring

*This section will not be passed to the short-listing panel*

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| --- | --- | --- | --- | --- | --- |
| Position applied for |  | Date of birth | | | |
|  |  |  | | | |
| Your full name |  | Female | | Male | |
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| Ethnic classification - I would describe myself as: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asian or Asian British | |  | Black or Black British | |  | Chinese or Other Ethnic Group | |  | Mixed | |  | White | |
|
| Indian |  | Caribbean |  | Chinese |  | White & Black Caribbean |  | British |  |
|  | |  | |  | |  | |  | |
| Pakistani |  | African |  | White & Black African |  | Irish |  |
| Other – please specify | |
|  | |  | |  | |  | |
| Kashmiri |  | Any other Black background – please specify | |  | | White & Asian |  | Any other White background - please specify | |
|  | |  | |
| Bangladeshi |  |  | |  | | Any other mixed background - please specify | |  | |
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|  | |
| Any other Asian background - please specify | | |  | |  | |  | |
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| Disability |

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| Do you consider yourself to be disabled under the Disability Discrimination Act 1995?  *Candidates with a disability, who can demonstrate that they meet all the 'essential' requirements of the 'person specification', are guaranteed an interview.* |  | Yes |  |  | No |  |
|  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| If yes, how would you describe your disability? | | | | | | | |
| Physical impairment, such as using wheelchair to get around and/or difficulty using arms | |  |  |  | Mental health condition, such as depression or schizophrenia |  |  |
|  | | | | | | | |
| Sensory impairment, such as being blind/having a serious visual impairment or deaf/having a serious hearing impairment | |  |  |  | Learning disability (such as Down’s syndrome or dyslexia) or cognitive impairment (such as autism or head-injury) |  |  |
|  |  |
|  | | | | | | | |
| Long standing illness or health condition | |  |  |  | Other |  |  |
|  | | | | | | | |
| Please Specify |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Sexuality - I would describe myself as: | | | | | | |
|  | | | | | | |
| Lesbian – A women who is sexually and emotionally attracted to women |  |  |  | Bi-sexual – A person who is sexually and emotionally attracted to people of either sex |  |  |
|  | | | | | | |
| Gay Man - A man who is sexually and emotionally attracted to men |  |  |  | Heterosexual - A person who is sexually and emotionally attracted to people of the opposite sex |  |  |
|  |  |  |  |  |  |  |
| Prefer not to say |  |  |  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Religion/faith/belief - I would describe myself as: | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Christian |  |  | Buddhist |  |  | Hindu |  |  | Jewish |  |  | Muslim |  |  |
|  | | | | | | | | | | | | | | |
| Sikh |  |  | None |  |  | Prefer not to say |  |  | Other  (Please specify) |  | | | | |

General information

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| Employment Equality and Monitoring |

Under the Equalities Act 2010, all appointments that we make must be ‘on merit’.

We are committed to promoting best employment equality practice in our efforts to eliminate discrimination and create working environments where all are treated fairly and with respect.

We take action to ensure that anyone who works for us, or who applies for a job with us, is not treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, responsibility for dependants, disability, age (below 65), marital status, sexuality or Trade Union activity.

To ensure that our employment equality policies are having an effect, we need to monitor candidates and employees. All candidates must therefore give the information requested on the application form. This information is used only to monitor our progress on equality matters, is treated as confidential and is not revealed outside the council/the Culture Trust. Unsuccessful candidates' application forms are destroyed after twelve months.

Disability in Employment

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making 'reasonable adjustments' to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act 1995 to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

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| Appointment Process |

Feedback on your application

The Culture Trust is committed to encouraging applicants and assisting them with the selection process where possible.

If you require feedback on why your application was not successful, please contact (01582) 547486 who will arrange for the appropriate manager to make contact with you.

References

We will normally take up references if you are invited for an interview unless you have clearly marked the application form otherwise. Satisfactory references must be received before we confirm any offer of an appointment. Information we request will relate to salary, length of service, sickness absence record, subjects studied, skills and abilities, suitability for the job, disciplinary record (if any), and suitability to work with children (if relevant) etc. The Culture Trust reserve the right to take up job references from previous employers.

Any email correspondence will be subject to appropriate verification. Copies of references or references that are addressed ‘to whom it may concern’ will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Disclosure & Barring Service

For certain jobs you will be required to complete a Disclosure & Barring Service check. Where this is required it will be included in the job description. The Disclosure must be satisfactory before we confirm any offer of an appointment.

We will do an enhanced check for all posts working with children (under 18) or vulnerable adults covered by the Protection of Children and Vulnerable Adults legislation.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’, these being for posts where there is regular contact with children, the elderly and people with a disability. Please ensure that you know if you are applying for one of these jobs. We will make appropriate checks before we confirm any offer of appointment. Spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

The Culture Trust complies with the Disclosure & Barring Service code of practice. You can get a copy from <https://www.gov.uk/government/organisations/disclosure-and-barring-service> We also have a policy on Disclosure and the Employment of Ex-Offenders; a copy is available on request.

Protection of Children/Vulnerable Adults

Luton Borough Council/the Culture Trust have in principle accepted the recommendations of the Warner Report 1992 “Choosing With Care”, the Utting Report 1997 “People Like Us”, and the DfES guidance on Safer Recruitment and Selection in Education Settings June 2005 and has incorporated them into the recruitment and selection procedures for applicants with regular contact with children/vulnerable adults or who have the potential for this.

For jobs where you would be working directly with, or where you would have unsupervised access to children or vulnerable adults, we will make additional checks. No offer of appointment will be confirmed until these checks have been satisfactorily completed.

Applicants for posts involving children or vulnerable adults or any position of trust will also undergo specific internal checks. By applying for a post it will be deemed that you consent for such checks to be undertaken.

Validation of Qualification

The Culture Trust requires evidence of qualifications where appropriate. All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies before any offer of employment is made. Any foreign language documents must be accompanied by an authorised translation.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Should this not be forthcoming it will not be possible to proceed with your appointment.

Identity Checking

Candidates are required to bring photographic proof of their identity to interview. Only original documents will be accepted.

Medical assessment

A satisfactory medical assessment, which may include a medical examination in certain cases, will be required before we confirm any offer of an appointment.

Interview expenses

We will pay certain expenses associated with attending an interview. Full details will be supplied to candidates asked to attend an interview.

Probation

All new employees to the Culture Trust will be subject to a nine-month probationary period. Subject to satisfactory service, the appointment will be confirmed at the end of the period.

Job sharing

We regard full-time indefinite jobs as potentially open to job share.

Scheme of assistance for relocation expenses

We operate a scheme of relocation expenses, which applies to selected appointments. Details will be provided, if appropriate.

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| Terms and Conditions |

Salary scales and payments

Salary payments are made to your bank or building society account on the 27th of each month . Salary scales and conditions of service are laid down by the appropriate national negotiating body, as adopted by the Culture Trust.

Annual leave

Annual leave depends on grade, length of service and the number of days or hours a week an employee works.

Hours of work

Unless otherwise stated, these will be based on a 37-hour week. A 'flexi' working system is in operation in certain areas of the Culture Trust.

Smoking

All Culture Trust buildings/sites are smoke-free.

Pension

The local government pension scheme is a final salary scheme. Membership is optional.

The Culture Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.